

Understanding Yourself & Others

Connecting & Collaborating
to Learn & Achieve More

Connecting & Collaborating

been to Disney World	has lived in three states	owns unusual pets	drives only one make of car/truck	has more than 3 televisions	liked math in school
has the most children in the group	has lived in a foreign country	watched the moon landing in 1969	has red hair or a relative that does	loves to deep sea fish	sews for a hobby
the tallest in the group	youngest in the group	has held the most jobs in the organizat'n	loves to eat broccoli	has no allergies	plays a musical instrument
has no brothers or sisters	has the most grand parents alive	is wearing the most blue today	has a brick home	read Gone With the Wind more than twice	has been to an Olympics
has teenagers	been to sea lately	has eaten McD's newest sandwich	has played video games	watches "Tool Time" Tim Allen	played in Little League
has a tool bench	collects stamps	all their children are under 10 years	bowls	knows the words to the Pledge of Allegiance	sings/sang in a church choir

Meeting Room Squares

Who are the people in this group?

You will be given 3 minutes and 37 seconds to meet as many of the people in this group. You are to find who fits the **squares** of information.

When you find someone who fits one of the **squares** have them sign it and move on. Your goal is to meet as many of the people in the group as possible in the time you have.

Do not start until the entire group is told to start. Have fun and meet as many as you creatively can.

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Connecting & Collaborating

Traits of Effective Meetings

Each Meeting requires. . .

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

3

Connecting & Collaborating

How You Think/Learn Solve problems/Communicate

How you **think** affects how you learn.

How you **learn** affects how you solve problems.

How you **solve problems** affects how you **communicate**

How you **think/learn/solve problems & communicate**
all affect how you lead **Productively & Successfully!**



1. use facts
2. give answers
3. work alone
4. as a detective
5. explainer
6. questioner
7. calculator
8. precise
9. abstract
10. logical thought



Meditative **M**

1. *flashing ideas*
2. *imagination*
3. *see answers*
4. *lots of ideas*
5. *experimenter*
6. *pretend easily*
7. *see patterns*
8. *risk taker*
9. *inventive*
10. *future thinker*

z intuitive



Directive **Dd**

1. work step by step
2. practical
3. plan first
4. neat & organized
5. direct other people
6. follow the rules
7. on time exactly
8. dependable
9. do things right way
10. want correct answer

n negotiative



1. friendly
2. loyal to others
3. work w/ people
4. involve others
5. emotional
6. joiner
7. follower
8. trustworthy
9. enjoy talking
10. flexible

Connecting & Collaborating

At all times we have a choice of a minimum of 4 Leading Styles. We each have our own preferred styles.

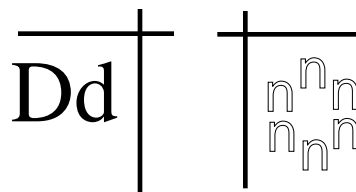
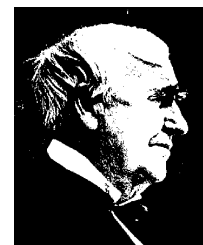
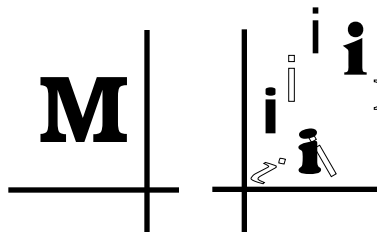
Use facts and information to make decisions. Usually sold on goals they are after. Prefer to work on things important to them. Very goal-oriented. Will be flexible when necessary. Usually calm and cool. They share power. Prefer not to use power to lead. May get too detailed and miss some deadlines. Will use logic to persuade others. Accuracy is important to them. Will continually improve all their solutions.

Meditative

Directive

They schedule, plan, and detail all work they do. Excellent at reaching specific deadlines and targets. Rely on standard ways of doing things that always work. Believe in having and following rules. Divide up work and distribute it according to need of the project or group. Keep in touch with each person to make sure everyone is on schedule. Don't like taking risks. May stop creativeness in order to guarantee the job is done on time. Always have specific targets and plans in mind. Always doing things the "right way".

Leading Styles



Want everyone involved. Like to delegate pieces based on who does what best. May be impatient at other's pace. Push for ideal goals. Will try to charge up others. Excitable at times. Rely on intuition and innovation to solve problems. Often will create new problems and solve all at the same time. Over exposure may produce frustration in followers. Prefer to work alone and at their own pace. They like unique, exciting solutions.

Intuitive

negotiative

Like harmony and friendship in their teams. Try to eliminate all conflict. Believe in everyone. Will cover for weaker players. Try to help everyone on their teams. Want everyone to be comfortable and have fun on their projects.. Often will have difficulty meeting specific deadlines, while trying to cover ever part of their problems. They are usually liked by their teammates.

Connecting & Collaborating

Review the following lists of things people might find and value in their workplace and meetings. Choose the 16 or so that you personally prefer.

Acceptance	Family, sense of	Loyalty	Self-Development
Accountability	Friendship	Membership	Service—to be of
Achievement	Fun	Order	Stability
Action	Happiness	Peace	Status
Advancement	Health	Personal Respect	Team Membership
Adventure	Helpfulness	Pleasure	Team Work
Authority	Honesty	Position	Trust
Belonging	Immortality	Power	Wealth
Challenge	Independence	Recognition	Zeal & Energy
Competition	Inner Harmony	Religion	
Cooperation	Integrity	Responsibility	
Creativity	Intellect, use of your's	Risk	
Economic Security	Knowledge	Self Respect	
Education	Leisure		
Faith	Love		

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Why Ask Questions?

With your tablemates define each of the following question types and how you could use them to increase involvement in workshop or training program.

Shotgun

Rifle

Bayonet

Richochet

Recoil

Bomb

Machine Gun

Notes

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QUESTIONS TYPES

SHOT GUN

A broad question usually asked to start a discussion used with groups to encourage involvement.

If used at the beginning alone may produce little to no response. Groups need to be “warmed up” to speaking out. Also used to generate many ideas to review

RIFLE

A very focused question aimed at one person, one at a time

This often is the better one to use to start audience involvement. Asking 3 to 6 different people in different parts of an audience or room can help generate discussion.

BAYONET

A question to probe “deeper” after using a “rifle” question. These are generally used after hearing the answer to a rifle type question. These questions are best based on the person’s answer, while you are looking for more detail or more clarity.

RICOCHET

A question type is used when you are asked a question you do not know the answer to and you “ricochet” the question to someone else in the audience or room to find the answer for them.

Also this can be used to increase participation and different perspectives.



RECOIL

This question type is bouncing the asker’s question back to them to find out what their original ideas are and to give yourself to understand more what the question is based on.

Using this technique also can help you discover if the question is an honest and open one or simply a challenge.

HAND GRENADE

A surprise question you use with a small group or several groups in a larger group all that same time to get their immediate responses and generate instant discussion.

If you have a room with separate teams/groups working around tables this is a very helpful question for getting normally quiet people to talk in the smaller groups, when they typically will not in the total group.

BOMB

Like a “Hand Grenade” this is a surprise question but much more dramatic.

MACHINE GUN

This type is actually a series of rapidly asked questions around an audience or large room to spark simultaneous discussions. After a few minutes, 10 to 15, it is useful to have someone from each group report back what was discussed. The responses can help to guide the following discussion for the entire group/audience.

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Why Ask Questions?

The following is a list of reasons for asking questions as a speaker or meeting leader. Choose 3 to 5 varied reasons for asking questions when planning your speech or meeting. Relate the type, kind and reason for asking your questions to your topic, audience and goals.

1. To check understanding
3. obtain reaction
5. act as Devil's Advocate
7. catch attention
9. generate information
11. reinforce knowledge, learning
13. bridge to another topic or point
15. break pace
17. find out leanings of group
19. break ice with and within group
21. follow-up or follow-through
23. discover opinions
25. discover intensity of feeling
27. find readiness to move ahead
29. obtain evaluation
31. draw upon experience of group
33. focus attention
35. stimulate thinking
(inductive, reductive,
deductive or reflective)
37. focus a point or issue
39. discover disagreements
41. obtain ideas
2. establish reasons
4. obtain suggestions
6. act as Angel's Advocate
8. re-establish attention
10. give information
12. bring discussion to a close
14. keep contact with audience
16. find source of power in room
18. discover group demographics
20. bond with and within group
22. emphasize specific issues
24. arouse discussion
26. determine resistance
28. discover doubts
30. obtain support
32. discover source of info/data
34. obtain feedback
36. challenge the audience
38. clarify understanding
40. become more specific
42. come back from digression
or wandering

Notes

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MEETING ROBBERS

Here are the names of some typical MEETING ROBBERS. Review these names and write down the traits that would fit such people that you have noticed at meetings you have attended recently. Add other names that you and your tablemates think of.

- | | |
|---------------------|-----|
| 1. SHOW OFF | 8. |
| 2. ABUSER | 9. |
| 3. ASSIGNMENT MISER | 10. |
| 4. WHISPERERS | 11. |
| 5. MANAGERS | 12. |
| 6. RAMBLERS | |
| 7. SUPER SELLERS | |

Connecting & Collaborating

Adding Humor and Fun to your meetings can increase the productivity by. . .



obtaining, increasing, maintaining and regaining attention



adding, reinforcing, and expanding retention



instilling and reinforcing meaning



demonstrating and illustrating relevance



reinforcing practical aspects



portraying useful factors and information



changing, relieving and releasing tension



bonding the participants



relaxing or removing the stress



promoting total involvement



reinforcing key points with stories, images, and examples



encouraging people to accept each other on equal terms



strengthening ability to work together when conflict arises



helping time to pass easily



aiding in developing friendly atmosphere



fostering people to feel part of the total group



assisting people to discover commonalties

Connecting & Collaborating

Traits of Effective Meetings

Each Meeting requires. . .

1. that it has been defined as necessary
2. an agenda, written preferably
3. starting and ending on time
4. a clear purpose or mission
5. only the attendees that are required and who will benefit
6. attendees be prepared
7. that everyone in attendance is involved
8. the leader keeps the meeting on track (with agenda)
9. someone keeps minutes or record
10. everyone is aware of their roles during the meeting
11. everyone is aware of the roles people often play in meetings.
12. that the leader summarize periodically during the meeting to keep everyone informed.
13. that the leader summarizes the results of the meeting and the assignments and responsibilities that have been decided.
14. that the leader follows up on the assignments