Hybrid Meetings

Meeting-Types

A meeting is not just a meeting.
The goal determines the most suitable format.
An overview of the meeting formats.

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CREATING GAME CHANGERS

Classic Track & Control meetings serve to create a sense of security – they do not create any real added value.

Decision-making meetings are significantly more productive here – provided they have been well prepared and all decision-makers have the necessary knowledge.

Here we present the **7 meeting types** and show which outcome can be expected for which format.

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Many calendars are completely overcrowded with the informative meetings described above and take the employees' valuable time to work productively.

These meetings usually only provide the opportunity to transport knowledge and know-how and are meant to ensure that there is more clarity. However, the calendars being completely overcrowded with knowledge-meetings ironically are in the way of the knowledge transfer.
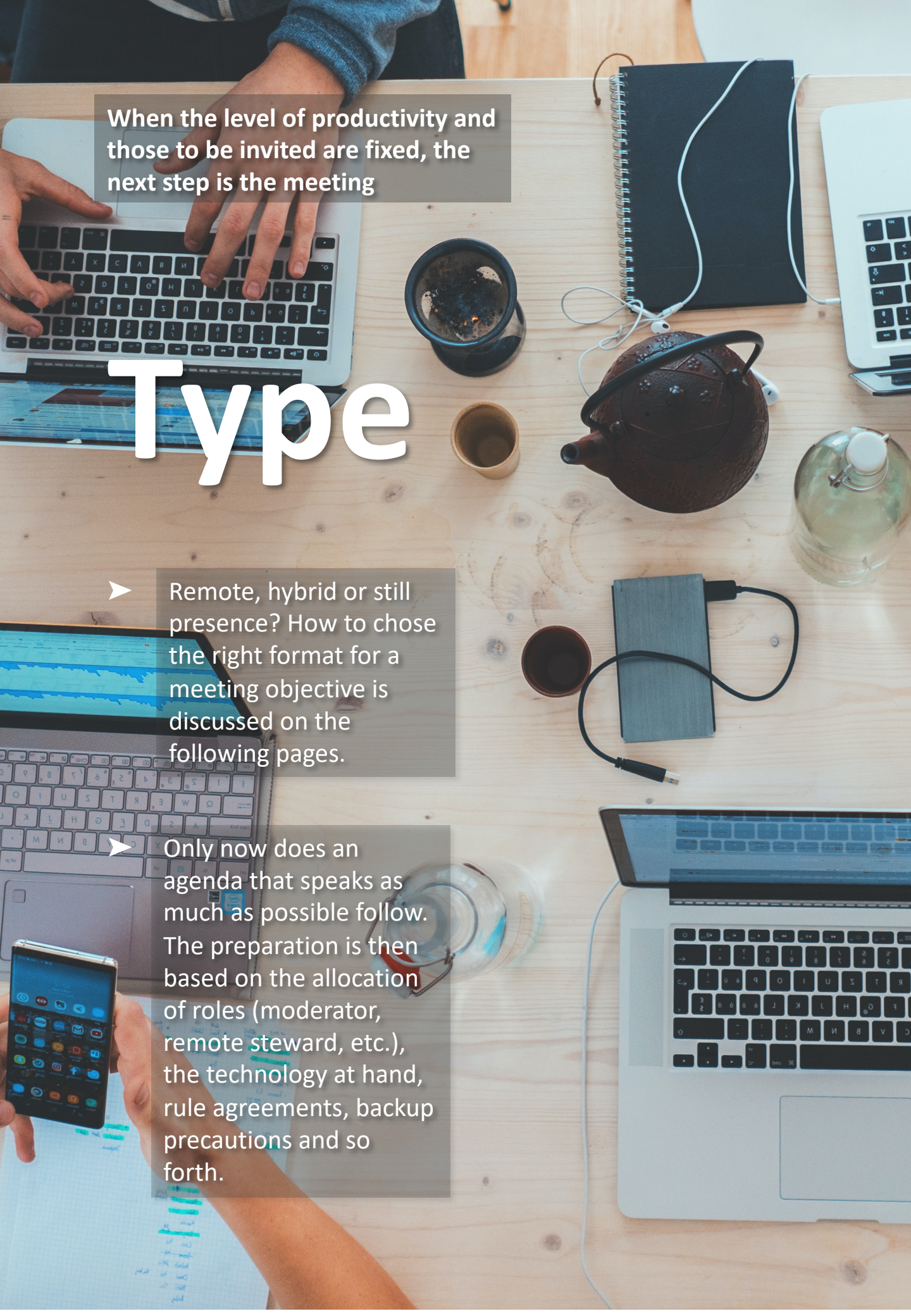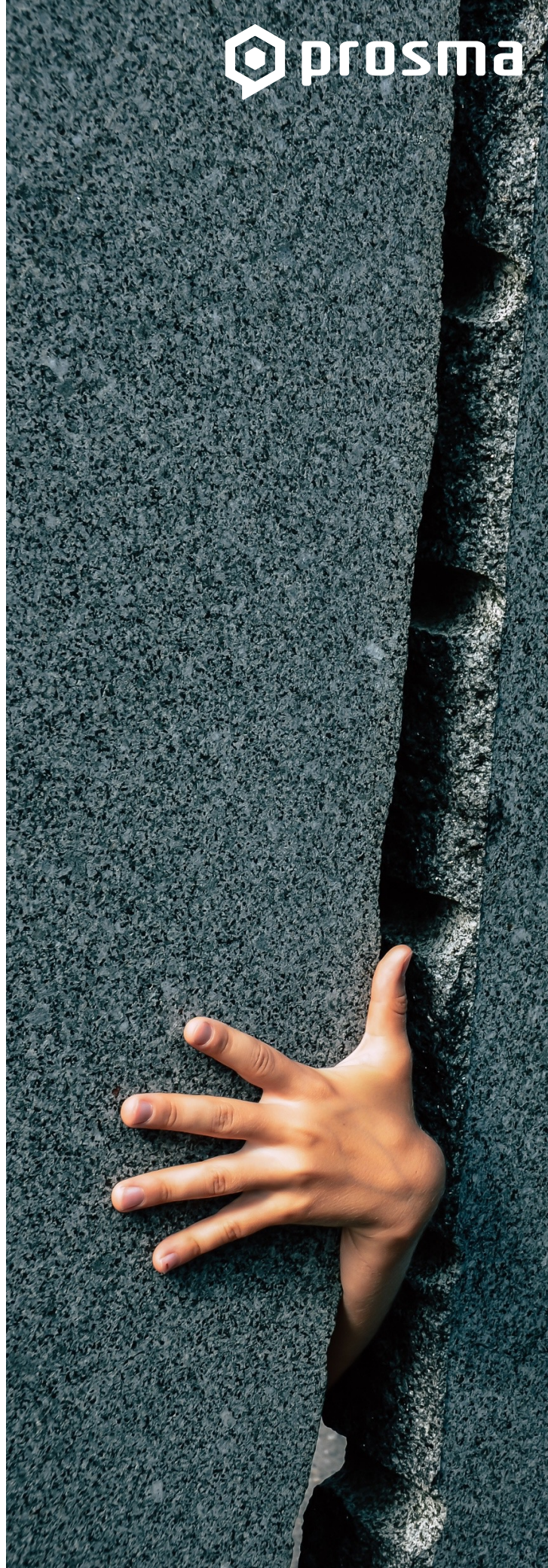
Productivity

➤ So the first question should always be: is it about the exchange of information or should something be worked out particularly?

➤ What do you want to have achieved by the end of the meeting? Who is the right target group? Which employees can add value?

When the level of productivity and those to be invited are fixed, the next step is the meeting

Type

➤ Remote, hybrid or still presence? How to chose the right format for a meeting objective is discussed on the following pages.

➤ Only now does an agenda that speaks as much as possible follow. The preparation is then based on the allocation of roles (moderator, remote steward, etc.), the technology at hand, rule agreements, backup precautions and so forth.

CHECKLIST

Employee appraisal

45-90 min

Participants: 2

Ideal meeting type: presence

Remote: please don't

Hybrid: please don't

Sync appointment: 1:1 Jour Fix

15-60 min

Participants: 2

Ideal meeting type: remote

Presence: no employee appraisal!

Hybrid: unnecessary for two participants

Sync- appointment: Daily/Weekly/…

15-90 min

Participants: 2-20

Ideal meeting type: remote

Presence: only if everyone is on site

Hybrid: possible if there is infrastructure

Sync-appointment: Town Hall

60-120 min

Participants: 20-10.000

Ideal meeting type: remote

Presence: not up to date anymore

Hybrid plus recording: possible

Decision making

60-360 min

Participants: <10

Ideal meeting type: remote

Presence: not necessary

Hybrid: possible if there is infrastructure

Workshop/ Live-Stream

360 min, 2-3 days

Participants: <20 (per group if necessary)

Ideal meeting type: presence or stream

Remote: just in case

Hybrid: possible if there is infrastructure

Employee appraisal

Characteristics: One-on-one interview with the aim of giving individual personal feedback and to discuss goals. These conversations are very personal and the direct contact signals appreciation.

Types / synonyms: Feedback-/employee-talk

Duration / number of participants : 45-90 min / 2

Meeting-type recommendation:

Remote: not suitable

Hybrid: not suitable

Presence : if at all possible, do in person

Sync-appointment: 1:1, Jour Fix

Characteristics: This is about the general exchange of information (mono-/bi-/omnidirectional), so that – as far as possible – everyone has a similar/same level of information, although the meeting types can vary greatly.

It is irrelevant whether it is a project related or a departmental topic or some other type of meeting. The core feature is that nothing is really worked out during this appointment, but that information flows for the most part.

These meetings can arise at the request of the employees or be initiated by a manager (more often the latter is the case).

Types / synonyms: 1:1, Jour Fix (with colleagues)

Duration / number of participants: 15-60 min / 2

Meeting-type recommendation:

Remote: preferred, as there are minimal set-up costs for the participants and you can, for example, work together on the ticket system

Hybrid: makes no sense with two people

Presence: not necessary - caution: do not confuse this with an appraisal interview!

Sync-appointment: Team-Update, -Sync, Weekly, …

Characteristics: Generally speaking, this is about the exchange of information (mono-/bi-/omnidirectional) so that – as far as possible – everyone has a similar/same level of information, although the meeting types can vary greatly.

It is irrelevant whether this is a project related or a departmental topic or some other type of meeting. The core feature is that nothing is really worked out during this appointment, but that information flows for the most part.

These meetings can arise at the request of the employees or be initiated by a manager (more often the latter is the case).

Types / synonyms: Team-Update, Team-Sync, Weekly/Daily, Jour Fix, …

Duration / number of participants: 15-90 min / <20

Meeting-type recommendation:

Remote: preferred, as there are minimal set-up costs for the participants and you can, for example, work together on the ticket system.

Hybrid: possible if the appropriate hardware is available.

Presence: not necessary - only if everyone is on site anyway.

Sync-appointment: Town Hall

Characteristics: Generally speaking, this is about the exchange of information (mono-/bi-/omnidirectional) so that as far as possible everyone has a similar/same level of information, although the meeting types can vary greatly.

It is irrelevant whether this is a project related, on a departmental topic or some other type of meeting. The core feature is that nothing is really worked out during this appointment, but that information flows for the most part.

These meetings can arise at the request of the employees or be initiated by a manager (more often the latter is the case).

Types / synonyms: Information event/Town Hall, works meeting

Duration / number of participants: 60-120 min / >20 – 10.000

Meeting-type recommendation:

Remote: preferred, as the lowest set-up costs for the participants can be expected and the event can be recorded and shared digitally very well

Hybrid: possible if the appropriate hardware/room is available - recording is also mandatory here – so those that missed the meeting can inform themselves as well

Presence: rather difficult ... used to be standard, is no longer up-to-date today

Decision making: Steerco/Milestone, XY-Circle

Characteristics: Here work results or open questions are presented and accepted or decided on in the group.

Types / synonyms: Steerco/Milestone, Review, XY-Circle

Duration / number of participants: 60-360 min / >10 executives/decision-makers

Meeting-type recommendation:

Remote: Ideal form, since the decision can also be recorded in the best possible way

Hybrid: possible, but very heavily dependent on infrastructure and technology

Presence: possible, but usually not necessary

Workshop: Brainstorming, Offsite, Retrospective

Characteristics: This is about productivity! We solve a problem together by working out or advancing something together in various formats (brainstorming, creative workshops, offsite, etc.).

Types / synonyms: Creative-Session/Brainstorming, Offsite, Retrospective

Duration / number of participants: 60-360 min, 2-3 days / max. 20 in one group, possibly several groups in parallel

Meeting-type recommendation:

Remote: rather difficult ... only as a last resort

Hybrid: possible, but very much dependent on the infrastructure and technology, as it must be ensured that everyone is equally involved

Presence: Ideal form, usually gives the best results

Live-Stream: when investing in the future of meetings by implementing our technology whitepaper, the live stream is your ideal format. You can see how the best of presence and remoteness flow into a collaborative room concept at:

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