

P.O.P.

Align Expectations, Preparations & Outcomes for Increased Meeting Productivity

Many meetings are unnecessary and unsuccessful. They lack an agenda (or plan); the intent of the meeting is not clear, nor are the expectations. Consider the meetings where some participants believe it is a brainstorm session, while others think the desired outcome is to make a decision—this misalignment creates wasted time.

To prevent this from happening to your meetings, try this technique. P.O.P. is a simple, memorable (and mnemonic) device designed to align everyone on the meeting expectations, preparations, and outcomes (i.e., what does success look like at the end of the meeting). Make it a requirement to accepting all meetings and see how quickly your team will adopt it!

In the meeting invitation, require the following three elements:

Purpose – Why are we meeting?

Outcome – What does success look like when the meeting ends?

Plan (standing agenda) – How will the meeting be conducted to achieve the outcome? What is the agenda? Are there any pre-meeting materials that will prepare the participants?

Send	Title	Employee Policy Manual Revision (2-hour meeting)		
	Required	Leadership Team		
	Optional			
	Start time	Wed 3/3/2021	10:30 AM	<input type="checkbox"/> All day <input type="checkbox"/> Time zones
	End time	Wed 3/3/2021	12:30 PM	Make Recurring
Location	ZOOM		Room Finder	

Purpose: To resolve a recommended employee policy manual adjustment.

Outcome: We agree on a language adjustment recommendation for leadership's review, with alternate options documented with reasons why not selected.

Plan:

Pre-Session Prep: There will be required reading materials sent prior to the meeting, and each option will be presented for decision.

Session Agenda:

- Brief on why this policy adjustment is needed
- Identify the proposed recommendations
- Agree upon recommendation with reasons
- Resolve what will be sent to leadership