

TURNING “ON” YOUR STAFF MEETINGS

MOVING FROM KING PASTOR TO CHEETAH MEETING

January 24, 2020

Objective:

- **How to upgrade from king (inspect) / pastor (inspire) to community (educate & inspire all)**
- **How to ignite group think**

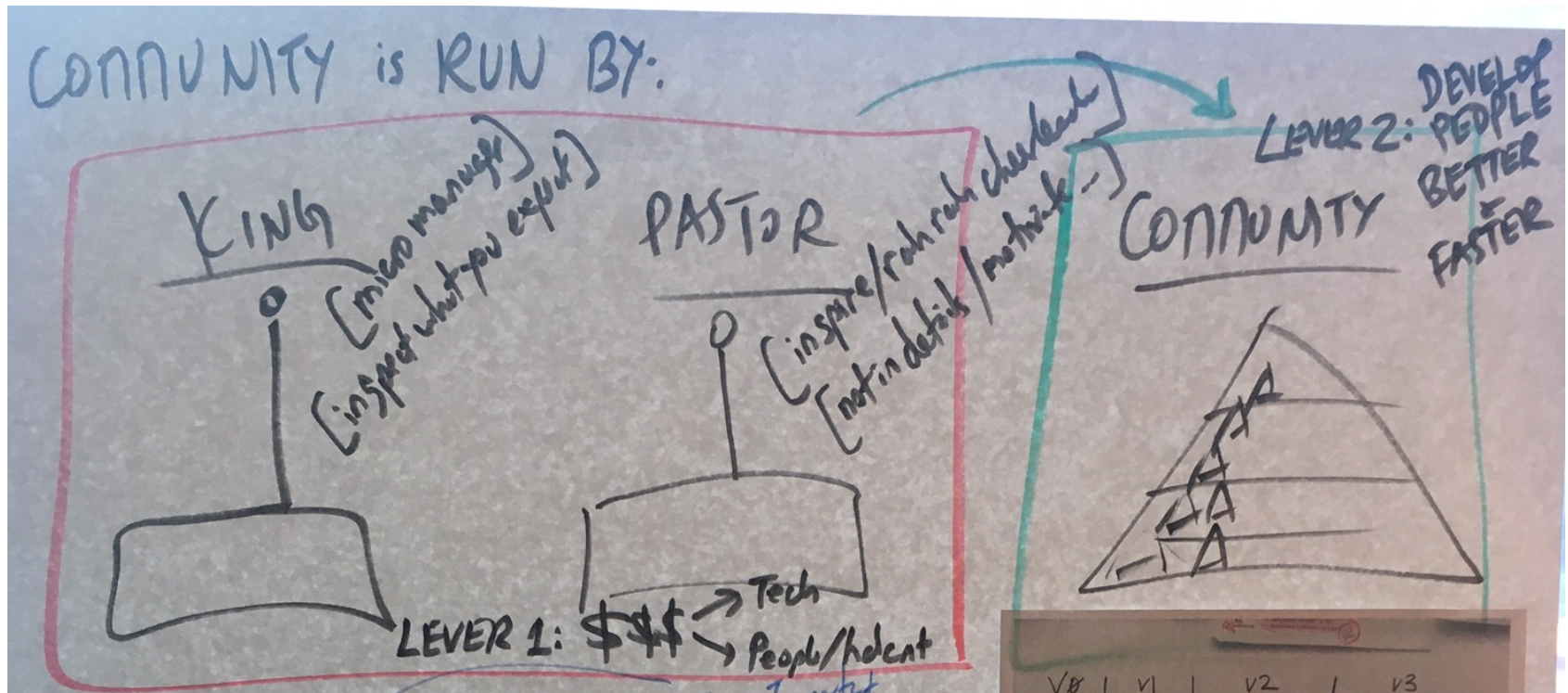


"If you had to identify, in one word, the reason the human race has not achieved, and never will achieve, its full potential, that word would be 'meetings.' " - Dave Barry

Part 1:

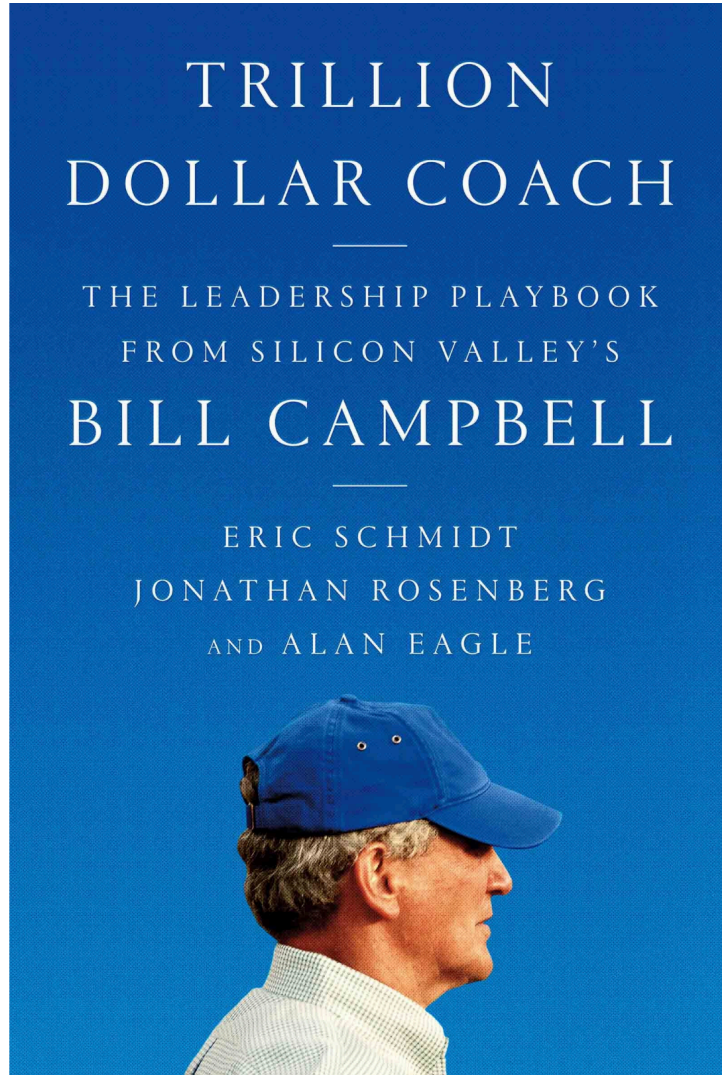
**Why meetings are
important to be
deliberate with?**

ELEPHANT to CHEETAH MEETINGS



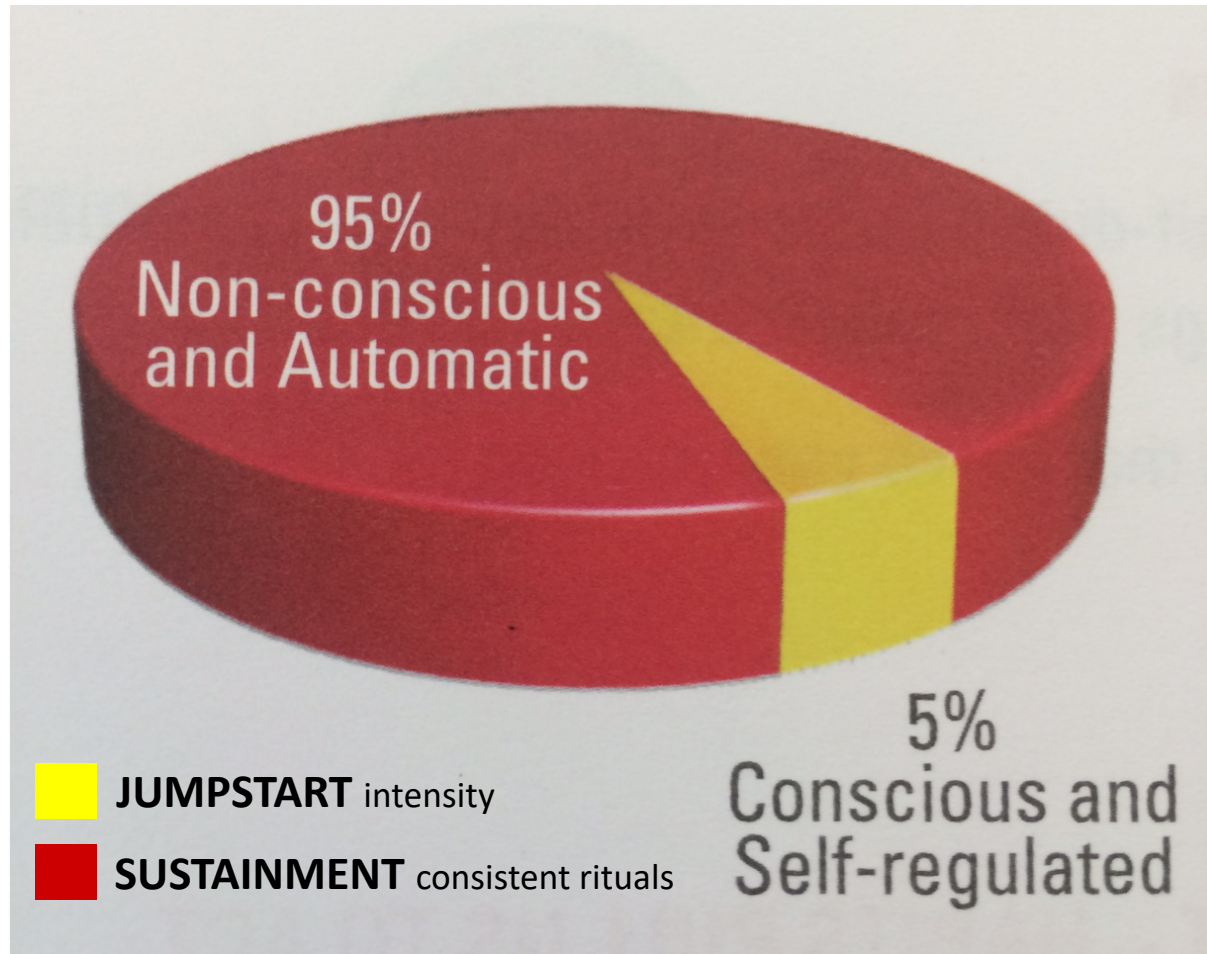
KING MEETINGS leads to opposite of engagement of team. People will spend their time trying to convince their idea is the best

PASTOR MEETINGS meetings can lead to avoidance of problems and reinforces that the boss should be sole source of inspiration



“Get the 1:1 Meeting right and the **Staff/Team Meeting** right are the most important tools available to leaders in running their team and each should be approached thoughtfully (deliberately).”

WE ARE THE PRODUCT OF OUR RITUALS



- Staff meetings are an INVESTMENT
- Are you ritualistically investing in a KING (leader makes all decisions) or your TEAM (to become better decision makers)?
- Staff meetings are often the biggest opportunity to upgrade your team (least effort, greatest return)

Part 2:

**How meetings
go wrong today?**

TYPICAL (ELEPHANT) MEETING

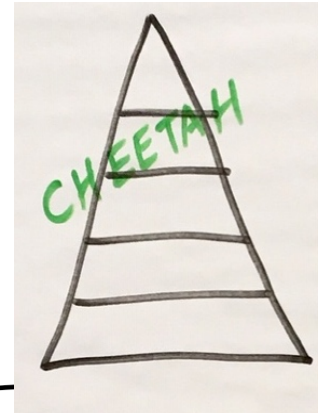
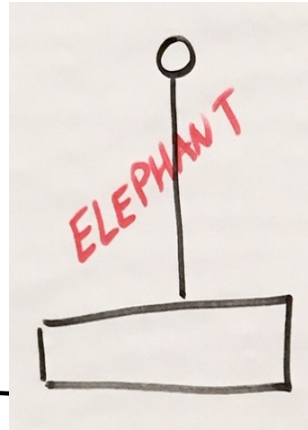


- KING (Inspect) or PASTOR (Inspire / What to do)
- In short run, can be very effective of getting the team to do what you want them to do
- Little community voice (i.e. not very safe to speak up with truth or speak up at all to peers)
- Team typically disengaged unless their turn to look good in front of the boss
- Frustrating to leader that having to be the one making decisions AND not really getting full truth (situational awareness of what is going on)
- No Development of people on team

Why do we have meetings?

- Recurring meetings typically are set to INSPIRE or INSPECT
- But often AD-HOC meetings (that consume calendars) are often set to help leaders SENSE MAKE so they can make the right decision -when it's unclear what to do (“When I can make sense of the situation, let’s have another meeting”)
- Break out of this cycle by upgrading the skills of your team

WHAT TO UPGRADE



ENGAGE

X

SPECTATORS

- People "tune out"
- Brain OFF

✓

PARTICIPANTS

- 'Community Voice' ON
- Brain ON

INSPIRE

X

RELY ON LEADER
TO INSPIRE

- Flip-flop between KING (micromanager) + PASTOR
- ↑LHF (hide problems)

✓

COMMUNITY OWNS

- Showing what "good work" looks like

DEVELOP

X

NO/LOW LEARNING

- For Team or Individual

✓

PLANS/IDEAS + PEOPLE
GET STRONGER

Clarity on
Short-Term Action

Investment in Making
People to Think

Part 3:

**Origins of Next Jump's
staff meeting from
ELEPHANT to CHEETAH**

NxJ CASE STUDY | 2005 Staff Meeting (KING)

All Hands Meeting Packet February 28, 2005

1 of 22

- > Calendar of Key Dates
- > Financial
- > Corporate
- > Vendor
- > Marketing
- > Product
- > HR Calendar

MARKETING SUMMARY

	Increasing			Deepening		
	Current	Goal	% of Goal	Feb. Total	Feb. Goal	% of Goal
Goals	1) New Unique Users (to date)	222,000	226,000	98.2%		
	2) Sessions/UU (monthly)	2.1	3	70.0%		
	3) Spouse (monthly)	1,832	5,000	36.6%		
	4) Communications					
Last Week's Goals	Email (monthly)	859,633	1,200,000	71.6%		
	HR Comm (monthly)	498,561				
	Invitations (monthly)	5,944				
This Week's Goals						
Top Programs						

17 of 22
2.25.05

19 of 22

- Ran meetings KING Style (tactical, preso, feedback from CEO)
- No Feedback (if not from CEO)
- Updates tended to be changes from previous week

NxJ CASE STUDY | 2010 Staff Meeting (PASTOR)

NxJ Staff Meeting 2010 (PASTOR Meeting)

- Added in Buzz (first was senior leader than shifted to younger leaders)
- CEO would talk on from his view what are all the good things happening

All Hands Meeting 4.6.2010

1. Greg – Agenda and Company Business
 - a. Fitness Challenge
 - b. Top 10 Employees
2. Dan Fertig – Buzz
3. Tom Fuller – Financials
4. Charlie Kim – 2010 Planning and Goals
 - a. Mastercard's PR push is going on this week
 - b. April 12th is when MC's marketing strategy begins
 - c. We're giving Tech Crunch's founding editor 24 hrs lead time before the story of the deal breaks elsewhere
 - i. Recording a video for Youtube for MC, giving interviews for CNBC and the Wall Street Journal
 - d. 9 employees are receiving Incredibles awards for Consistent Execution and Full Engagement
 - i. Mike O, Gautam, Kalyan, Kamarish, Kunal, John H, Lokeya, Mike Walters, Arielle

NxJ CASE STUDY | 2015 Staff Meeting (Start of Cheetah)

- Reduced CEO conversation
- Formalized Buzz “program”
- Added in Showcase
- Still lacked Community voice (feedback)

Monday Meeting Agenda: 8.10.2015

- 1) (Re) Introduction of Kanchan
- 2) Weekly Buzz (Nayan)
- 3) Weekly Results (Tarun, Tom)
- 4) perksatwork.com update (Tom)

NxJ Case Study: 2020 Staff Meeting (Cheetah)

Engage/Educate AND
Reinforce Value of Voice

Three sections of meeting

- Highlights (Education)
- MEAT: “The Elephant” in the room. Bring it front and center
- Showcase (Inspire)- what do standards look like

As leader, most of our energy
is in setup

BIZ 2 MEETING AGENDA (Jan 15)

PLEASE PUT YOUR
PHONE DOWN
DURING MEETING

1. Weekly Buzz – Lei
2. Biz 2 Results/Overview - Greg
3. Technology Roadmap overview – Xuelan/Nayan
4. Showcase (Education site) – Henry W
5. **Feedback App (5 minutes at end)**



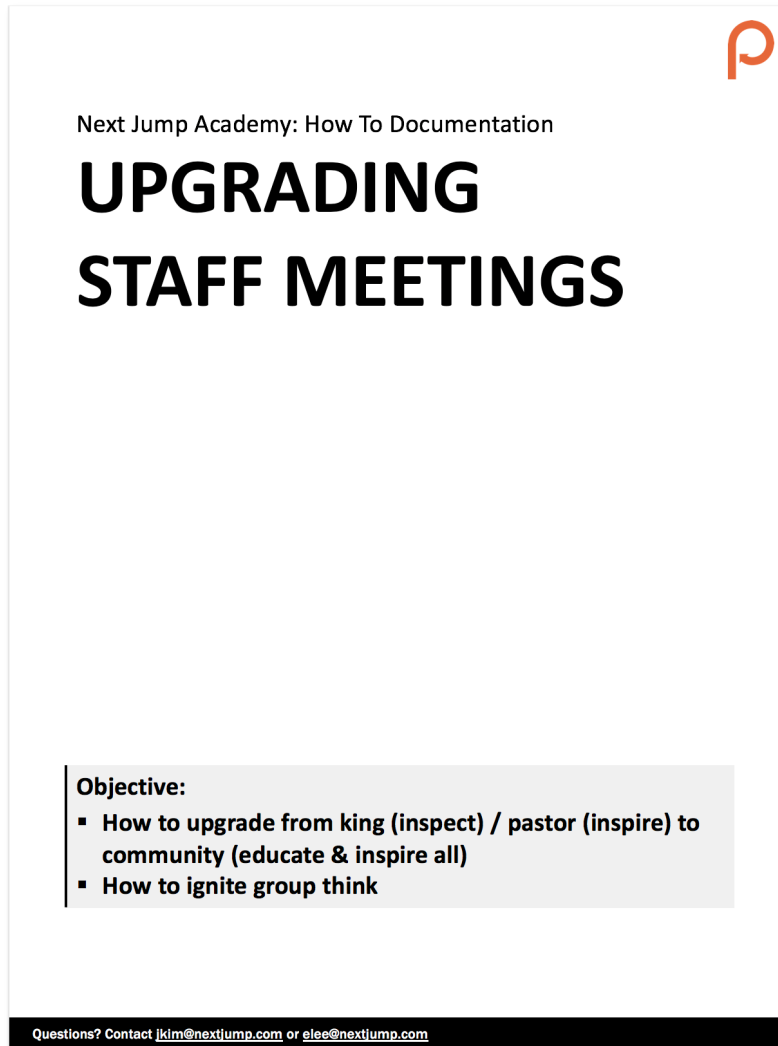
Leaderboard						
TOTAL FEEDBACK			AVG. EXPECTATION SCORE			
24			1.88			
No.	Name	Votes				Score
		1	2	3	4	
1	Nayan Busa	0	8	0	0	2.00
2	Lei Guan	1	7	0	0	1.88
3	Henry Wu	2	6	0	0	1.75

Part 4:

Getting Started

GETTING STARTED: 2 PHASES

Follow-along with collateral ...



The image shows the cover of a document titled "UPGRADING STAFF MEETINGS" by Next Jump Academy. The cover is white with a black border. In the top right corner, there is an orange logo consisting of a stylized 'P'. The text "Next Jump Academy: How To Documentation" is in a small, black, sans-serif font. Below it, the title "UPGRADING STAFF MEETINGS" is in a large, bold, black, sans-serif font. At the bottom, there is a grey box with the word "Objective:" followed by two bullet points. At the very bottom, there is a black bar with white text providing contact information.

Next Jump Academy: How To Documentation

UPGRADING STAFF MEETINGS

Objective:

- How to upgrade from king (inspect) / pastor (inspire) to community (educate & inspire all)
- How to ignite group think

Questions? Contact jkim@nextjump.com or elee@nextjump.com

- PHASE 1: bookend the meeting with education and inspiration (HIGHLIGHTS + SHOWCASE)
- PHASE 2: add feedback into agenda at end
- PHASE 3: use middle of meeting to put “realness”

HIGHLIGHTS (aka: “buzz”) - DEMO



MIT Recruiting web.lab competition

📅 January 6 - 31
📍 Boston
🏢 MIT

- Last week was focused on teaching
- Keith gave a lecture on Redux
- Christian held a workshop on React Native
- This week, Boston engineers can start mentoring teams

Feedback to:
Keith, Christian, Shardul



HIGHLIGHTS (aka: “buzz”) – DO NOT DO



N01B: Det Norfolk

- Field Closure mtg NAS Oceana 24 JAN
- AFFF work in LP-34 (120) commences 25 JAN

N004: Admin

- JAN Awards board complete
- O-3 FITREPS in chop chain for JAN 31 deadline

N00C: Career Counselor

- CDB's being held command wide
- Annual Career Development Training Course
- H365 “Beautification” continues

N01CM: Religious Ministry

- DCNO approved religious accommodation for 113

N01M: Aeromedical

- FLU Shots!

N01P: Aeromedical Safety

- 4x AMXD Max enroute 123; 2x AMXD Max w/ 115

N01S: Security

- CNAL/CNAP Security Stand-down tasking complete
- SSO inspection – INCOMPLETE; POA&M for completion forthcoming

N1: Manpower

- 115 and 123 looking good, moving on to 116
- 3x civilian billets in work (N1, Vault, ASD)

N3: Operations

- 10 JAN 123 C2X
- 18 JAN 121 and C2 Det Fly off

N41: Supply/ASD

- Supply Management Inspection QA Audits underway
- Mr. Nep departing this month (COQ West 3rd QTR)
- FLC San Diego NAVSUP inspection this month

N42: Maintenance

- 123: 1xFMC, 3xPMCM, no parts req'd, B/U A/C 124
- 115: 2xFMC, 2xPMCM, no parts req'd, B/U A/C 124

N45: Safety

- Point Mugu airfield at 5000' useable

N6M: Network Administrator

- H365 “upperdeck” SIPR access awaiting ESS package
- 15 JAN IP VTC conversion funded

N7: Training

- 8 JAN Training Systems telecon
- 16 JAN Norfolk CI requirements review telecom
- LCDR Faires (123) joining ACCLW team

N8: Financial

- \$1M increase in CNAP QTR 2 overall TAD budget
- QTR 2 TAD funding available through 20 JAN only ATT

E-2D FIT

- DSSC-3 training MOA; CDRE signature

MQ-25 FIT

- 10 JAN FIT-SAU engagement IOT identify reserve component involvement
- 14-16 JAN EPA & 15% submittal P-025/026 (Mugu)

1

For illustrative purposes

- Make it laundry list; required something from everyone
- Have multiple people presenting
- Tactical update about BAU items (“nothing changed”)
- A prompt for decisions to be made by the Boss
- Boss leading discussion (after Highlights, open up to team for feedback / comments)

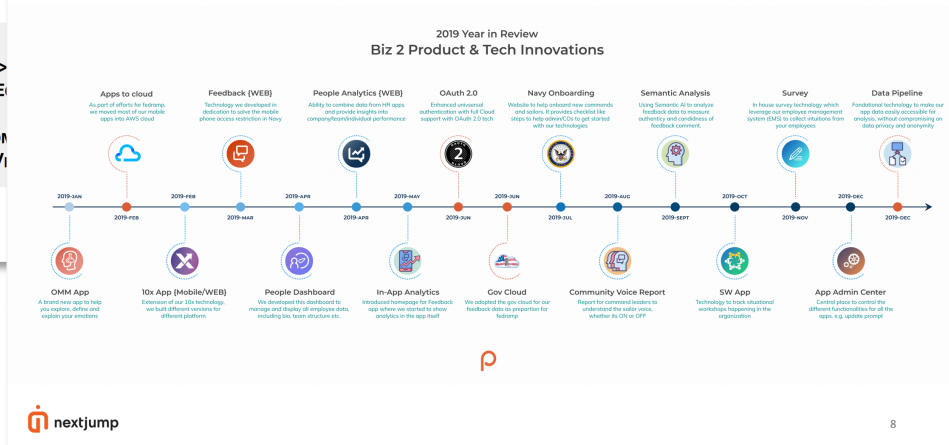
Perks at Work HR Tech

Jan 20th, 2020

2019: Year in Review

AGENDA

- 20TH CENTURY ->
- PAW HR TECH E
- 2019 RECAP
- NXJ MARKET COM
- 2020 STRATEGY/I



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Part 5:

Tips / Where It Goes Wrong In Practice

WHAT GOES WRONG – WHEN YOU FIRST START

Goes Wrong	Response
It takes more work – it’s hard to “come up” with noteworthy items	It’s a skill for people (especially junior people) to explain their world. But done well, has value after the meeting too.
Team is comfortable having “face time” with boss – to have decisions made	Can be done via email or smaller meetings. Vs taking time of entire team.
What is the role of the senior leaders?	Top bring out the “elephant in the room” – the things that others are afraid to bring up. Sharing the messy process BEFORE the decision is made. Ex: “I intent to ...” before actually pulling the trigger