Use This Team Meeting Template to Improve Your Workplace Culture

If you are a smart leader, you understand the importance of communication.

The quality of your communication determines how successful your team will be.

That is why we meet – whether remotely or in-person, whether daily or weekly, every team needs to share and discuss ideas that will move people forward together..

The problem is that many team meeting agenda templates suck.

But the best teams have a productive meetings.

And a productive team meeting will always accomplish two things:

1. it reinforces team goals, norms connections, and values.

2. it invites conversations and inspires a commitment to take action.

If you are looking for a meeting template that doesn't suck and that will provide your team with a structure for sharing important information, you are in the right place.

After working with teams across diverse industries for decades, I have prepared for you a downloadable **team meeting template example** that you can follow to ensure your people don't suffer through something that should have been an email...
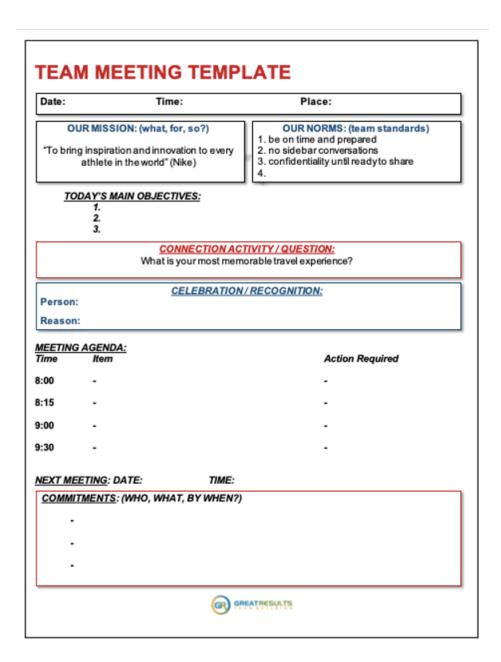
You can modify this editable team meeting word document for your organization – and I encourage you to make sure that every meeting you have from this moment forward includes ALL of the following:

1. tell participants when and where the meeting is!

Only invite people who need to know or share information at the meeting. And let them know early enough that they can prepare for and be there.

2. review your team mission statement and team norms

You need to constantly remind (at every opportunity) your team of WHY they are there and HOW they are to interact to ensure that they maintain their focus.

TEAM MEETING TEMPLATE

Date:	Time:	Place:

OUR MISSION: (what, for, so?)	OUR NORMS: (team standards)
"To bring inspiration and innovation to every athlete in the world" (Nike)	1. be on time and prepared 2. no sidebar conversations 3. confidentiality until ready to share 4.

TODAY'S MAIN OBJECTIVES:
1.
2.
3.

CONNECTION ACTIVITY / QUESTION:
What is your most memorable travel experience?

CELEBRATION / RECOGNITION:
Person:

Reason:

MEETING AGENDA:

Time	Item	Action Required
8:00	-	-
8:15	-	-
9:00	-	-
9:30	-	-

NEXT MEETING: DATE: TIME:

COMMITMENTS: (WHO, WHAT, BY WHEN?)
-
-
-

GREATRESULTS

3. share the main reason you are meeting

If there is no reason to meet, then don't. Be sure to set expectations of what will be accomplished by their attendance and contributions.

4. include an activity to build relationships

Team connections determine team productivity. There are several statistics on team building that show the impact of relationships, and taking 5-10 minutes to

allow each person to answer a conversation card question will build trust and empathy.

5. include a celebration to encourage behaviors you want repeated

The values that you say are important to your organization are only defined by the behaviors that can be observed and demonstrated. What has happened recently that you can highlight to emphasize one of those values or to celebrate moving closer to a shared goal?

6. go through your meeting agenda, and invite conversations

This is the heart of your meeting, where you accomplish the daily or weekly items that must be addressed to serve your clients and coworkers. The most important part of this portion is to be sure that EVERYONE contributes in some way… Ask for input from all who are attending to make them feel valued.

7. clarify when the next meeting is and who will do what by when

Every meeting should end with commitments and action items to accomplish, that are followed up by an email or reminder to the group of what was agreed to and when they will need to meet next…

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These seven things should be part of any team meeting template you might use.

Obviously, some teams are going to have requirements and industry-specific needs that are not included in this meeting template I have shared… but you are welcome to modify it to meet YOUR needs as a leader!

My hope is that you will incorporate each of these things into your future meeting to help build a more positive and productive team culture for your people.

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Sean Glaze delivers engaging **conference keynotes** and interactive **team building events** that help healthcare and education leaders build more positive and profitable cultures.

Sean is also an author, and each of his four books, **The Unexpected Leader**, **Rapid Teamwork**, **The 10 Commandments of Winning Teammates**, and **Staying Coachable**, are entertaining parables with powerful take-aways for team growth and leadership!

What issues are YOU dealing with that would disappear if you could **build a team culture** *that inspired connection, accountability, and a team-first attitude?*

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