Content Cards

relevant for Phase Collect & Map, Coretraining and Crosstraining.
Print 1x on thicker paper and cut the cards along the line.

COLLECT & MAP

All-hands meeting

Share updates across teams (org changes, roadmap, demo)

1

COLLECT & MAP

Feature design

Brainstorm and shape a design for a given initiative

1

COLLECT & MAP

Retrospective

Meeting to evaluate the collaboration within the team

1

COLLECT & MAP

Sync Meeting

Meeting to share operational information so everyone is on the same page

1

COLLECT & MAP

Team Meeting

Weekly or bi-weekly meeting with the entire team to share (operational) information

1

COLLECT & MAP

(Daily) Stand-up

Meeting for sharing information and prioritizing tasks of an agile or functional team, usually held every day

1

COLLECT & MAP

Sprint Review

Meeting to present the work done within the last sprint

1

CHANNEL

Reduce the meeting time

Sometimes, meetings are simply too long for their purpose. Try out reducing the meeting time by 20%. Compensate with a clearer agenda and strict time-boxing.

4 _____ SAP

CHANNEL

Reduce the frequency

There is too little energy in the meeting? Maybe the frequency is too high. Try out skipping every second meeting, and evaluate the results after two months.

4 _____ SAP

CHANNEL

Meet onsite

To strengthen connection, it is important to meet onsite from time to time (if at all possible). Agree on "moments onsite together" e.g. team workshops, onboarding of new colleagues, etc.

4 _____ SAP

CHANNEL

Hybrid with care

Hybrid meetings demand careful facilitation (equal opportunity for everyone, no matter whether they join onsite or remotely) and good equipment: Cameras showing every participant; mics assuring good sound quality.

4 _____ SAP

PURPOSE

Too many birds with one stone

If your meeting has multiple purposes, the risk is high that you want to achieve too much at once. Choose 1-2 main purposes, and set the scene (atmosphere, agenda, etc.) accordingly.

4 _____ SAP

PURPOSE

Strengthen connection

Think about what people individually need to feel safe and to connect. Informal settings help a lot, if possible onsite.

4 _____ SAP

PURPOSE

Form follows function

The purpose of the meeting should define its structure. Use agenda elements that build on each other and pay into the overall goal. Create the atmosphere accordingly.

4 _____ SAP

ROLES

Improve ownership

Increase self-responsibility by specifying roles. Make sure that every participant can contribute according to his/her competence. Try out rotating roles, e.g. the facilitation role.

4 _____ SAP

ROLES

Too many cooks

Check if every participant has a clear and active role and whether his/her participation is essential. If not, reduce the number of participants, and share the results of the meeting asynchronously.

4 _____ SAP

AGENDA ELEMENTS

Smart decision-making

Decisions make teams work faster and meetings more pleasant.
Make it clear who decides what. Play Delegation Poker with your team.

4

AGENDA ELEMENTS

Clear to everbody

Make goals and agenda items transparent.
Make it clear what everybody can individually contribute. This gives guidance and structure and enhances ownership.

4

AGENDA ELEMENTS

Be consistent

Stick to the agenda.
Use time-boxing.
If you need to adapt the agenda on the fly: Do it, and make it transparent to everyone.

4

AGENDA ELEMENTS

Time to bond with each other

Create space for people to build relationships.
Be bold and try out more personal check-in and check-out questions (they do not have to be goofy).

4

ATMOSPHERE

Party without music

The atmosphere should be consistent with the purpose. If you announce drastic cutbacks, create a serious atmosphere. If you want to have interconnection, make people feel safe.

4

ATMOSPHERE

Be authentic

Make the first step, be authentic.
Show yourself vulnerable. This will create an open and honest atmosphere.

4

ATMOSPHERE

Be focused

The more focused you are, the more focused the meeting will be. Did you have enough time to prepare for the meeting? Are you clear about your goals, your role, and possible contributions? Try out a 'Minute to Arrive' at the beginning of the meeting.

4

ATMOSPHERE

Address tensions

If you feel a tension: Make it transparent, and make a proposal how to change it. A tension can be a perceived conflict between participants, low energy, or that you start to get distracted, because you can't sense your contribution.

4

CHANNEL

Workpath

5

CHANNEL	CHANNEL	CHANNEL
Jira	Onsite in mini auditorium	Slack
5 SAP	5 SAP	5 SAP

CHANNEL	CHANNEL	CHANNEL
Mural	Teams call	Email
5 SAP	5 SAP	5 SAP

CHANNEL	CHANNEL	PURPOSE
Teams chat	Zoom call	Strengthen the relationship between team members - belonging/ community
5 SAP	5 SAP	5 SAP

PURPOSE

What we do: Daily work, implement things, and projects

5 _____ SAP

PURPOSE

Give updates and share operational or strategic information

5 _____ SAP

PURPOSE

Learn and exchange

5 _____ SAP

PURPOSE

Open space for discussion after announcement

5 _____ SAP

PURPOSE

How we do it: Improve the way we communicate, make decisions, or share responsibilities

5 _____ SAP

PURPOSE

Space for personal development and deep work/inner work

5 _____ SAP

ATMOSPHERE

Show yourself vulnerable, and openly share how you are

5 _____ SAP

ATMOSPHERE

Openly share your opinion, give honest feedback, and name tensions

5 _____ SAP

ATMOSPHERE

Interactional / get feedback

5 _____ SAP

ATMOSPHERE

Develop new
ideas and think
outside the box

5 _____ SAP

ATMOSPHERE

Informal

5 _____ SAP

ATMOSPHERE

Receive
information

5 _____ SAP

ATMOSPHERE

Co-create content
and move things
forward

5 _____ SAP

AGENDA ELEMENTS

Time to read info
material together

5 _____ SAP

AGENDA ELEMENTS

Logistics and
admin topics

5 _____ SAP

AGENDA ELEMENTS

Agreement &
decision-making

5 _____ SAP

AGENDA ELEMENTS

Status updates

5 _____ SAP

AGENDA ELEMENTS

Next steps

5 _____ SAP

AGENDA ELEMENTS

Check-out

5

SAP

AGENDA ELEMENTS

Kanban

5

SAP

AGENDA ELEMENTS

Agenda, goals, and expectations

5

SAP

AGENDA ELEMENTS

Minute to Arrive

5

SAP

AGENDA ELEMENTS

Live feedback during an all-hands meeting

5

SAP

AGENDA ELEMENTS

Open agenda

5

SAP

AGENDA ELEMENTS

Contribution

5

SAP

AGENDA ELEMENTS

Share information

5

SAP

AGENDA ELEMENTS

Predefined part (announcements and related discussions)

5

SAP

AGENDA ELEMENTS

Check-in / Fun fact

5 — SAP

AGENDA ELEMENTS

Co-create the agenda via a poll at the end of the session (list of suggestions)

5 — SAP

AGENDA ELEMENTS

Open space

5 — SAP

AGENDA ELEMENTS

Add Title Here

5 — SAP

ROLES

Expert

5 — SAP

ROLES

Listener

5 — SAP

ROLES

Presenter

5 — SAP

ROLES

Facilitator

5 — SAP

EFFICIENCY

Unclear agenda

Participants talk a lot, without clear decisions or defined next steps? Provide a clear agenda that leads to the desired outcome. Provide the agenda to the participants before the meeting.

5 — SAP

People go off topic

If people lose focus, it could be a sign that the meeting is not relevant (anymore). Try out skipping the meeting.
Your colleagues will be thankful for the time they gain.

4   **SAP**

Wrong format

One person presents, and the rest of the group just listens? If the purpose of the meeting is to share information, with limited opportunity to reflect, it could be helpful to skip the meeting and share the information asynchronously.

4   **SAP**

Too many topics

If you do not know where to start, because there are too many topics to be discussed, think about splitting the meeting. If topics are redundant, think about combining meetings that are addressing similar topics or audiences.

4   **SAP**

Lack of openness and trust

People don't say what they really think? Create spaces where people can exchange on what they need for good collaboration, e.g. during a team retrospective.

5   **SAP**

Underlying tensions

There are unspoken conflicts that prevent you from acting in a solution-oriented way? Share tensions as a standard topic of your agenda. This is like a muscle you need to train.

5   **SAP**

Lack of inter-personal exchange

People feel unconnected and limited to their professional role? Create space for people to bond with each other. Be bold and try out more personal check-in and check-out questions.

5   **SAP**

Inadequate meeting frequency

There are either too many or too few hot topics on the plate? Adapt the frequency. Operational meetings need higher frequency, governance or strategic meetings lower frequency.

5   **SAP**

Inadequate meeting duration

Topics are too complex for the time provided? Extend the meeting. People start chatting, because everything is clear? Shorten the meeting. See also: Inadequate meeting frequency.

5   **SAP**

Too many topics

If you do not know where to start, because there are too many topics to be discussed, think about splitting the meeting. If topics are redundant, think about combining meetings that are addressing similar topics or audiences.

5   **SAP**

Decisions take too long

Do you have endless discussions with limited outcomes? Check how decisions are made. Try out decision-making methods like Delegation Poker and rethink roles and responsibilities.

5

Lack of proactive contribution

Some participants prefer "consuming" to contributing? Check if everybody has a clear role and if their participation is essential. If not, reduce the number of participants.

5

Unclear focus

A lot of exchange, but little outcome? It could be helpful to specify the main purpose of the meeting and to build the agenda accordingly. Secondary purposes that may dilute the focus of the meeting should be handled elsewhere.

5

Wrong format

One person presents, and the rest of the group just listens? If the purpose of the meeting is to share information, with limited opportunity to reflect, it could be helpful to skip the meeting and share the information asynchronously.

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