

Module 8: Don't Waste Another Meeting

Note: These questions can be added to a google form where respondents input answers and a Google Sheet is populated for your review.

Meeting Schedule

- Weekly Huddle - Everyone - 15 minutes
- Weekly Departmental - Pastor & Director and/or Director & Coaches - 60 minutes
- Weekly Lead Team - Pastor and Leadership Team - 90 Minutes
- Weekly End of Day - Pastor and Assistant - 30 Minutes
- Monthly All Staff - Everyone - 60 Minutes
- Monthly One on One's - Direct Reports - 60 Minutes

Questions for One on One Meetings

- How are you doing? (Scale 1-5)
- How is He going? (What is God speaking to you? Doing in your life?)
- How are you growing? Where are you making progress?
- What are you growing? What are you most excited about right now? Professional or personal?
- Decision needed?
- Difficult - I am having difficulty with the following people or areas
- Star Performer - this dream team member is crushing it and why
- Thankful - I am thankful for...
- Life change story
- How can I be praying for you?

Questions for Lead Team Meetings

- Hits?
- Misses?
- What are you working on? What are your projects?
- What is not working? What is broken?
- How can I help? What in your area is dependent on me?
- How can I be praying for you?
- What decisions are you making that I need to know about?