**Team Behaviours Guide – Managing Meetings**

You may have observed a range of “interesting” behaviours in meetings, and not known how to respond, or how to manage these behaviours within the meeting. Below are some observed behaviours, potential causes, and strategies to try to get the most out of meetings.

What is listed below is only a snapshot of many behaviours in the workplace. Check out the full training course, Lead Effective Engineering Teams, for more detail.

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| **Observed Behaviour** | **Potential cause** | **Management strategy** |
| Loud contributor who jumps to solutions immediately and gets frustrated by all the “talk” that can go on in meetings | This person may be coming to conclusions based on “gut” feel, but may not have a good understanding of the rationale behind their decisions | When this person comes to a quick decision, ask them to step through their thought processes to allow everyone else to understand how they arrived at this conclusion |
| Team member who is always talking and always the first to speak up. They seem to enjoy talking for the sake of talking | This person may need to talk in order to think. Talking and thinking go hand in hand for some people. | During the meeting, allow time for a bit of brainstorming, to talk through the pro’s and cons. Allowing this time will get the best result rather than shutting down the conversation. |
| Detail minded person who wants to spend time analyzing everything, going in depth into all the pros and cons | This person will not be comfortable in making a decision unless a full analysis has taken place | Provide the agenda ahead of time and ask this person to think though the pro’s and con’s prior and bring a summary of this to the meeting. |
| Quiet person in the meeting, not contributing | This person is thinking, and waiting for their space to talk, but is lacking the confidence to “butt” in appropriately. In contrast to someone who talks and thinks at the same time, this person is not willing to talk until they have carefully thought things through | Specifically ask this person to contribute… “what do you think about this…” Doing this may make the person feel uncomfortable, but over time it will build confidence. |