



1h 40m

PLENUM AND
SMALL GROUPS

DESCRIPTION

Good communication is not about maximizing the exchange of information. Rather, it is about finding the method of communication that properly suits your needs.

This activity guides you through an assessment of the ways you currently communicate (remotely and face-to-face) in order to design smart and adaptive internal communication practices.



PREPARATION

- Review Background Paper:
Meeting Model Gallery (08)



MATERIALS

- Moderation Cards
- Figures (3 green & 3 red per person)



TOOLS

- Background Paper:
Meeting Model Gallery (08)





SUMMIT



OUTLOOK

INTERNAL COMMUNICATION
& DECISIONS

- STEP 1** **IN PLENUM:** List all formal and informal formats and channels of communication within your organization on moderation cards (team meetings, work sessions, lunches, breaks, emails, message board, intranet, etc.). **[20 MIN]**
- STEP 2** **INDIVIDUALLY:** Place 3 green and 3 red figures on the moderation cards to indicate which formats are working particularly well and which ones are particularly annoying, ineffective, or inefficient. **[10 MIN]**
- STEP 3** **IN SMALL GROUPS:** Assess how the most highly and poorly rated formats are being used. **[30 MIN]**
Which ones are particularly suited to or inefficient for:
a. information and knowledge sharing,
b. discussions and decision-making, and
c. social interactions.
- STEP 4** **INDIVIDUALLY:** Review **Meeting Model Gallery (08)**  
Make a note of which models and ideas you think might improve your team's communication. Think of what models might be good for improving each of the three categories above. **[10 MIN]**
- STEP 5** **IN PLENUM:** Share your ideas from reviewing **Meeting Model Gallery**.
Together, discuss in detail which suggestions would be most beneficial for the team to implement. **[30 MIN]**