

Storyboarding for meetings

What is it?

For more formal or structured meetings it can be useful to storyboard your meeting. A meeting storyboard can be used by organisers and facilitators to design the content flow for a meeting. Good design of meeting structure clarifies the purpose, and creates small micro-structures within a meeting.

Some of the common causes of dysfunctional meetings are:

- unclear purpose or lack of a common purpose
- time wasters
- selective participation - lack of interest and contribution - low share of voice
- fear of disrupting the opinions or directions set by a more senior participant
- emotions such as frustration

Storyboards prevent you from going into a meeting and 'seeing what happens' or having tunnel vision.

Here is an example of a simple, easy to use storyboard to practice with:

Agenda Item	Purpose/Goal	Visuals or Tools?	Presenter/Facilitator?	Timing allocated	Desired outcomes
<i>Welcome and Housekeeping</i>					
<i>Safety Moment</i>					
<i>Review KPIs (Goal vs. Actual)</i>					
<i>Update roundtable — What's your new top 3 priorities?</i>					