

# REMOVE THE GROUNDHOG DAY MOVIE FROM YOUR MEETING COMMUNICATIONS



## WORKFORCE PERFORMANCE AND DEVELOPMENT TIPS

By Abigail Mirarchi, Accelerated Instructional Media, Inc.

Are your monthly team meetings like speed networking with uncomfortable beginnings, quick status updates, and “we ran out of time” endings? Do quarterly sessions begin as a digital remix of Pink Floyd’s “...anybody out there,” Adele’s “Hello,” and the Verizon commercial, “can you hear me now?”

Monthly and quarterly meetings tend to be a one-way information landfill of completed, current, and future goals and if you’re lucky possibly peppered throughout a few kudos and Q&As. Yep, I call this a “Groundhog Day movie theme communication dilemma.”

Let me help with providing three powerful words that will have the most significant impact on your communication method besides message: “MIX IT UP.”

### Top seven tips to add technology and variety to one-way communications:

1. Pre-recording the information. Keep each topic under 5-minutes.
2. Use your webcam to connect and build rapport with your audience.
3. Provide simple visuals in a PowerPoint that support the message.
4. Share the information on your intranet group or department pages.

5. Distribute the primary communication in an interdepartmental e-newsletter or email.
6. Embed links to topic recordings and additional information for any time viewing.
7. Schedule Manager sessions, group Q&A session(s), and offer intranet message boards for dialog.

If technology is a barrier, utilize resources you have at your fingertips. Engage participants on how they would like to receive the message. Ask for volunteers to help deliver the next meeting topics; which is a valuable way to learn about the hidden talents of your workforce, provide stretch assignment opportunities, all the while building many workplace competencies.

Enjoy removing the Groundhog Day communication dilemma from your meeting strategy while engaging your team more thoughtfully.

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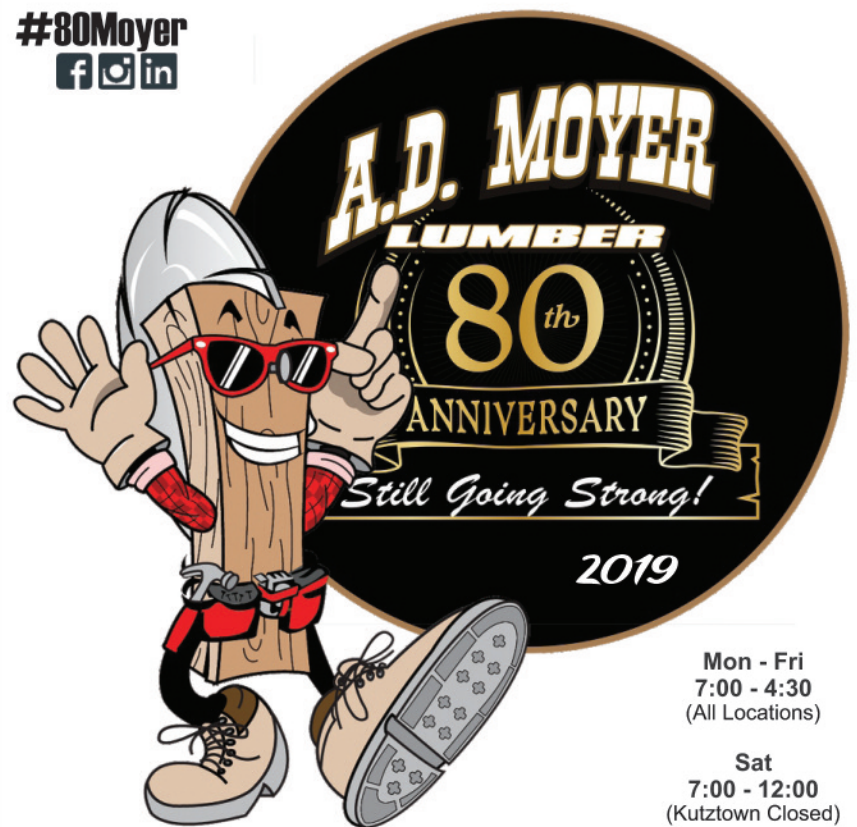
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