

Team Review

When running a virtual meeting we should try to incorporate the language of the four colour energies to maximise the potential of the team and ensure all the preferences are considered. Using this simple framework could help keep you and your team on track and ensure successful virtual meetings.

Team Exercise: Review the language of the four colour energies with your team and discuss what the team might do more or less of in virtual meetings in order to maximise the input and collaboration of everyone in the team. For each colour energy, rate the team (10 = high, 1 = low) and discuss!

Leading with Cool Blue:	Rating (1 = low, 10 = high)
<ul style="list-style-type: none"> • Process and task focused drawing on introversion and thinking • Send agenda in advance of the meeting; ensure clear roles, responsibilities and structure • Create and maintain structure • Evaluate and determine most effective technology • Commit to being present, not multi-tasking 	
<p>Leading with Earth Green:</p> <ul style="list-style-type: none"> • Use an icebreaker to connect first before getting down to business • Deepen connections drawing on introversion and feeling • Create a culture to ask, "What is not being spoken?" • Encourage everyone to contribute and develop trust • Assign roles (facilitator, note-taker, timekeeper) • Ask, "Can we hear from someone we have not heard from yet?" • Do periodic check-ins 	
<p>Leading with Fiery Red:</p> <ul style="list-style-type: none"> • Send the agenda in advance • Create a summary of action items with clear deadlines and send after the meeting • Task focused drawing on extraversion and thinking • Ensure the team stick to the agenda with timelines and deliverable outcomes as in team goal setting • Take topics offline as needed • Be willing to give feedback – "just do it" 	
<p>Leading with Sunshine Yellow:</p> <ul style="list-style-type: none"> • Open with a "check in" • Use structured "go-arounds" – each person offers one thought • Create time in agenda for idea sharing and brainstorming • Enjoy the journey and involve others drawing on extraversion and feeling • Relationship building and inspiring others • Build in Q&A • Keep meetings upbeat, use humour when appropriate 	