



Ground Rules for an Effective Pod

Becoming more effective at leading others is primarily about intentional practice. This happens most effectively when we band together with others of like mind and initiate activities together that build everyone's skill. That's the idea behind the learning pods we have created as part of Lean Culture and the Role of Leadership.

In order to make your pod most effective, we have the following suggestions:

Exchange contact information

Be sure you have accurate information so that you can reach each other most easily, using each person's preferred method of communication

Schedule regular meeting times

A regular meeting time (such as Monday @ 2 pm) may be the most effective way to keep the momentum going. If you must reschedule a call, do it as soon as possible. If one or more participants misses a call, do it anyway.

Select a facilitator for each call

Phone meetings work best when one person acts as host or facilitator. In addition to participating in the discussion, the facilitator keeps the discussion on track, encourages equal involvement among participants, and monitors the time.

Select a specific topic or activity for each session

Your discussions will have the most value if you choose a topic beforehand, and distribute materials if needed. This allows each person to come to the call prepared and ready to participate.

Select activities from the Integris website, or suggest ones of your own.

Start each call with a check in

Before launching into the call topic, go around the group and allow each person a moment to check in. A brief update allows each person to become more present, and also helps the group get the most out of the subsequent conversation.

Designate someone to take notes

It might be useful to take notes from each call, highlighting the most important points and capturing ideas for later. After a few calls, you will begin to build an impressive body of knowledge from your work together.

Avoid interruptions

It's tempting to do email or text while a call is going on. But refraining from distractions is a sign of respect and will allow all parties to gain more from the discussion.

End each call with check outs

Going around the group again before the conclusion of the call allows each person to recap their most important take away from the discussion.

Make a plan for the next call

Before signing off, affirm the time and topic for the next call. It is also a good idea to assign a facilitator to the next call so that it can go smoothly from the beginning.

Express appreciation

Leading has a lot to do with expressing gratitude. Take a moment before the call ends to allow people to do this.