



ROGUE Leader

One Page PD: The 15 Minute Meeting

If you feel like you are wasting time at staff meetings, chances are you might be right. A typical staff meeting might last forty-five minutes or one hour, but probably could be accomplished in less time if the fluff were eliminated. Try the 15 Minute Meeting for your next PD session!

1. Gather everyone in a large meeting space.
2. Have everyone stand in a circle. (If colleagues have difficulty standing for a length of time, provide a seating option.)
3. Explain the Pass Rule. If you don't have something to share that is valuable to the rest of your colleagues, you can simply pass and move on to the next person.
4. Set a timer for 15 minutes.
5. Start the timer and let each person share an update in turn. It could be something that they recently learned, a question they are struggling with, a project that they are looking for help with, or a celebration of a success!
6. Every thought, question, idea, pitch, recognition is greeted with a respectful ear from the rest of the audience to ensure efficient use of the allotted time.
7. Remember to encourage participants to pass if they don't have an update.
8. Go around the circle until everyone has had a chance to share.
9. Hopefully, you were able to complete the meeting in under 15 minutes. If not, try again next time!