

Benefits of Stand Up Meetings

Institution: University of Colorado Boulder

Summary statement: The stand-up meeting format has engaged the office as a community, fostered information sharing, furthered professional development, and provided timely opportunities to celebrate successes.

Problem/challenge: The Office of Contracts and Grants (OCG) has had great success with twice weekly 15 minute stand up meetings to replace the traditional two hour staff meeting every Monday morning. In addition to consistent, high quality information sharing, the format contributes toward building community and organizational pride. These standup meetings foster professionalism, collegiality and personal development by providing a wide variety of opportunities for each staff member to contribute individually or as part of a team. The only rule is to respect the 15 minutes. OCG has been conducting stand up meetings since June 2013. Because standups have shown to be an effective way to transmit information and create meaningful professional and social connections, we expect to continue using this form of communication, allowing the format and content to evolve to meet the changing needs of the organization.

Solution/intervention: Communication channels within OCG have vastly improved. The culture has changed to one that values each individual and their importance to the organization. Because we routinely gather and communicate, concerns are quickly addressed keeping unhealthy rumors at bay. Individuals seek out others to accomplish goals and objectives, creating high caliber teams. There is a high level of trust across the organization. By leading standup meetings, staff members have the opportunity to successfully experience a leadership role in a safe environment, allowing them to confidently practice with leading teams. Some staff members successfully transitioned into supervisory roles, practicing the skills and strategies that had been modeled in the standup meetings. Topics are wide and varied including latest federal regulations or policy, status updates on various operational matters, strategy for responding quickly to unexpected events, professional development, team building, health and wellness. Staff members have created a culture where they feel safe to take risks whether it be a new approach with conducting standup meetings or an innovative strategy for improving operations.

Key words: effective meetings, culture, professional development

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Further information: <http://www.cu.edu/blog/ouc-news/cusp-submission-shows-benefits-stand-meetings>