MODULE OVERVIEW

Weekly team meetings: From routine to real cooperation

Adaptive module | ~20 min

The number of weekly meetings has more than doubled since 2020, and more than four in ten hybrid workers don't feel fully included in them. This module covers a complete six-sequence format, a clear inclusion rule for hybrid meetings (everyone in the room or everyone on screen), and the part every team member can play in the team ritual.

LEARNING OBJECTIVES

01 Commit to the three goals of a team meeting: sharing information, strengthening cohesion, and making decisions together.

02 Set an inclusive framework: a weekly one-hour meeting and, in hybrid settings, all in the room or all on screen.

03 Run the six sequences, from weather check-in to an action plan giving each action an owner and a date.

04 Distribute the roles: rotating facilitation, minutes handled by supervised AI, and a manager who speaks last.

WHO IT'S FOR

Managers who facilitate a weekly team meeting, and team members who want to play a real part in it.

- **Prerequisite:** none

HOW THE MODULE WORKS

Self-paced, with practice tailored to each learner.

1 **Self-assessment**: on 9 dimensions, to gauge current habits and guide the practice.

2 **Expert video**: 10 minutes, with 3 pauses for reflection.

3 **Practice scenarios**: the first 2 chosen from the self-assessment, then 16 optional ones. Every answer gets feedback: what it leads to, and one way to improve.

4 **Dated commitment**: one action to try, written by the learner or picked from the suggestions.

5 **Memo to download**: key takeaways, questions, commitment, personal notes and checklists.

ASSESSMENT AND COMPLETION

Pass mark: 80%

The score takes into account your answers to the practice scenarios, your commitment and, where relevant, any additional learning activities. Passing requires a commitment and a score of at least 80%.

METHODS & MODELS

- Psychological safety – A. Edmondson (1999), confirmed by Google's Project Aristotle.
- Active listening (C. Rogers) and servant leadership (R. Greenleaf, 1970).
- PechaKucha 20×20 format – A. Klein & M. Dytham (2003).
- Afthonios framework: 3 goals + a running order in 6 stages.

SOURCES & REFERENCES

- Microsoft, Work Trend Index: weekly time in meetings +252% and number of meetings +153% since February 2020
- Google, Project Aristotle (2012–2015, re:Work): psychological safety identified as the number one factor in team performance
- Microsoft, Work Trend Index: 43% of remote employees and 44% of hybrid employees don't feel fully included in meetings
- Salas et al. (2015) – conditions and practices for effective cooperation

Module created by Afthonios.com.

Content reviewed on 13 October 2026