

## The 10-Minute Meeting

Building Reps who host regular building or department meetings have the best shot at strengthening rapport with their colleagues, especially during challenging times. These meetings are often held at the end of an existing meeting (like an all staff meeting for example) when a large number of the membership is in the same place. Duty free lunchtime is another opportunity to hold a short meeting. By running a concise meeting, Building Reps can share important information, collect feedback/concerns from members, and report out on success stories.

Time	Category	Topic	Rationale
2 minutes	Current Issues Update	Brief discussion of major topics from the last Rep Council meeting.	Keeping members informed, reduce backroom deals. Direct communication prevents rumors from spreading.
4 minutes	Hot Issue	Current issue that requires member input before the next Rep Council meeting.	Member input should be actively sought and shared when making decisions.
3 minutes	What's on your mind?	A brief review of current issues in the building. Some might require further follow-up.	Members need to feel that their Rep and their Local are conscious of their needs.
1 minute	Success or Problem Story	Share areas of success and thank members for their efforts.  ~or~  Identify problem areas and ask for help in solving the problem.	Praise, encourage, and recognize the members. Build a culture of optimism.  Seek input from members on strategies for success in problem areas.

Use a feedback form as an "exit ticket" to seek input from your colleagues. This allows you to learn about issues in your building and creates an opportunity to follow up after the 10-Minute Meeting. See the "Resources" section for a sample feedback form.