



VISUAL MEETINGS

HOW GRAPHICS, STICKY NOTES & IDEA MAPPING CAN TRANSFORM GROUP PRODUCTIVITY

Here is what we are creating!



ENACT

I finally SEE what they mean

ENGAGE



THINK



Context



Action



Vision

DAVID SIBBET



Copyright © 2010 by The Grove Consultants International. All rights reserved.

Published by John Wiley & Sons, Inc., Hoboken, New Jersey.
Published simultaneously in Canada.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning, or otherwise, except as permitted under Section 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, Inc., 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600, or on the web at www.copyright.com. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

Limit of Liability/Disclaimer of Warranty: While the publisher and author have used their best efforts in preparing this book, they make no representations or warranties with respect to the accuracy or completeness of the contents of this book and specifically disclaim any implied warranties of merchantability or fitness for a particular purpose. No warranty may be created or extended by sales representatives or written sales materials. The advice and strategies contained herein may not be suitable for your situation. You should consult with a professional where appropriate. Neither the publisher nor author shall be liable for any loss of profit or any other commercial damages, including but not limited to special, incidental, consequential, or other damages.

For general information on our other products and services or for technical support, please contact our Customer Care Department within the United States at (800) 762-2974, outside the United States at (317) 572-3993 or fax (317) 572-4002.

Wiley also publishes its books in a variety of electronic formats. Some content that appears in print may not be available in electronic books. For more information about Wiley products, visit our website at www.wiley.com.

Library of Congress Cataloging-in-Publication Data:

Sibbet, David.

Visual meetings : how graphics, sticky notes, and idea mapping can transform group productivity / David Sibbet.
p. cm.

Includes bibliographical references and index.

ISBN 978-0-470-60178-5 (pbk); ISBN 978-0-470-90104-5 (ebk)

1. Teams in the workplace. 2. Business meetings. 3. Visual communication. I. Title.

HD66.S564 2010

658.4'56--dc22

2010014480

Printed in the United States of America.

10 9 8 7 6 5 4 3 2 1

Contents

Introduction

The Power of Visual Meetings

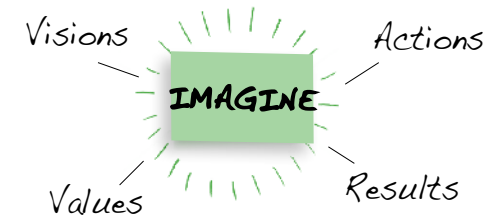
xi

I: Just Imagine

What if Meetings Were Really Fun AND Productive?

I

1. Visualization Is Worth 80 IQ Points / *Tapping Energy, Intelligence, & Creativity* 3
2. Everybody Knows Graphic Language / *It's Gesture with a Pen* 19
3. Four Easy Ways to Get Started / *Personal Visualization, Napkins & Flipcharts, Graphic Templates, & Getting Others to Draw* 37

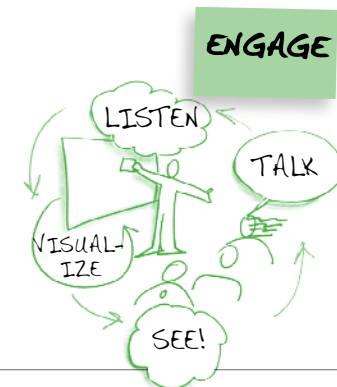


II: Engaging Groups & Building Rapport

Why Visual Listening Is So Compelling (and Easy!)

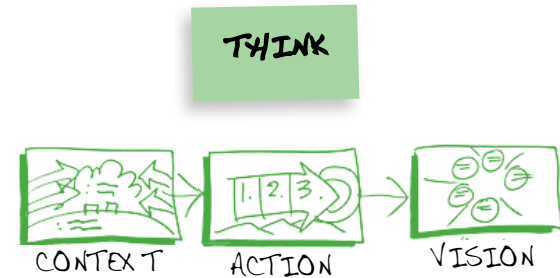
51

4. Getting People Involved / *Using Pictures to Interact* 53
5. Presentation without PowerPoint / *Simple Drawings & Graphic Templates* 69
6. Consulting & Selling with Graphics / *Drawing Out Customer Interests* 81
7. Hands-On Information / *Sticky Notes & Dot Voting* 89
8. Using Images & Interaction / *Collage & Picture Cards* 97



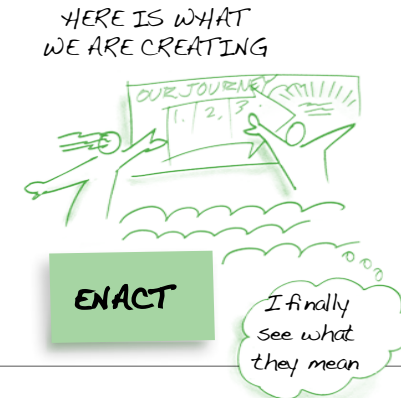
III: Graphics for Visual Thinking

<i>Mapping Ideas & Finding Key Patterns</i>	107
9. Group Graphics / <i>Seven Ways to Write on the Wall</i>	109
10. Problem Solving / <i>Getting Unstuck & Thinking around Corners</i>	133
11. Storyboarding & Idea Mapping / <i>How Innovators & Designers Work</i>	147
12. Visual Planning / <i>Using Graphic Templates to See the Big Picture</i>	157
13. Multiple Meetings & Gallery Walks / <i>Making Sense of Things over Space & Time</i>	173
14. Digital Capture / <i>Extending Your Meeting with Visual Documentation</i>	183
15. Visualizing at a Distance / <i>Using Tablets in Web Meetings</i>	189



IV: Graphics for Enacting Plans

<i>Visuals for Teams, Projects, & Getting Results</i>	195
16. Supporting Team Performance / <i>Visualizing Goals, Roles, & Action Plans</i>	197
17. Decision-Making Meetings / <i>Aligning on Agreements & Getting Commitments</i>	205
18. Project Management Meetings / <i>Mapping Progress with Pictures</i>	209
19. Facilitating Innovation & Change / <i>Playing with Prototypes</i>	215
20. Training & Workshops / <i>Leveraging Action Learning</i>	223



V: Seeing It All Come Together

Tools for the Seriously Hooked

229

21. The Path to Visual Competency / *Learning from the Groups You Lead*

231

22. The Future Is Visible Now! / *Seeds of a Real Revolution in Meetings*

237

23. Resources & Networks / *Grove Tools, Web Resources, Bibliography*

247

Index

255

