OperationsInc
HUMAN RESOURCES CONSULTING
A Gallagher Company

Thank you for participating in today's webinar. Below are key takeaways from our discussion on **Communicating Clearly & Efficiently Within a Fast-Paced Startup Environment.**

Elements of Effective Communication

Clear	Concise	Correct	Transparent
Everyone must be on the same page quickly	Provide essential information	Share accurate data; admit and correct mistakes quickly	Open and honest communication

How to Build a Collaborative Environment

- Encourage & practice open feedback

- Conduct regular cross-functional check-ins

- Use the right collaboration tools

- Be smart about meetings

- Set clear expectations around deadlines, priorities, and who's accountable

- Gather input from stakeholders and learn from the past

Meeting Best Practices

- Understand why you are meeting
  - Connect, Align, Decide, Brainstorm, Plan, or Produce (working session)

- Encourage only essential meetings
  - Avoid meeting overload

- Define a clear purpose to measure success
  - Outcome should be tangible

- Invite the right participants

- Summarize key decisions made during a meeting

- Outline action items and who's responsible

- Share important information using collaboration tools

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