

Meet to Learn

A meeting template to
uncover the objectives, needs,
and challenges of others

Taking the time to meet with and learn about your coworkers can help you establish stronger working relationships, build trust, and improve communication within your team—all things that are especially valuable as a leader. This can result in a more positive and productive work environment, and ultimately lead to better outcomes for your team and organization.

Arbinger's Meet to Learn tool is designed to help uncover the objectives, needs, and challenges of others. It's a tool for increasing your curiosity that then positions you to be more helpful to those around you. You can use it individually to get to know collaborators, customers, your direct reports, or with groups that your team interacts with regularly.



Meet to Learn

When And With Whom Might You Use This Tool?

This is a tool for learning about the objectives, needs, and challenges of others. It is a tool for increasing your curiosity that then positions you to be more helpful to others. You can use this tool individually or with groups.

You can Meet to Learn with a customer to become more helpful to them or with worker or another team to increase your understanding of their work so that you can reduce friction and increase collaboration. You could also Meet to Learn with your manager to better understand their vision and objectives so that you can align your own efforts with organizational priorities.

How To Use It

Identify a person (or group) about whom you want to increase your understanding.

1. Get really curious and learn as much about the other as you can—their roles, key objectives, challenges, needs, headaches, aspirations, and so on.
2. Identify areas where you could help. Given what you've learned, jot down any ideas you have for improving your helpfulness to this person.

Further instruction: When doing this with a group, give each person a turn to be “interviewed.” It is everyone else’s job to learn as much as they can about the needs and objectives of the person being interviewed.

Ensure there is time for each person to take a turn to be interviewed.

Remember, you are just trying to learn as much as you can about each other. You have no other objective.

Person

Get Curious

Find Ways
I Could Help

Roles:

Objectives:

Challenges:

Needs:

Headaches:

Aspirations:

Other:

This tool is just one of 50+ situational frameworks and tools available through the Arbinger Institute's robust training programs.

From selecting a new hire to making a key business decision, Arbinger has a tool for any business challenge you face. Get in touch today to learn more about Arbinger's *Outward Leadership*, our leadership development program that changes mindsets and improves organizational performance.

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