How to Maximize Learning in Your Meetings

Philanthropy is getting smarter about learning – but making space for learning can be a challenge. Here are some tips to help you bring a learning mindset to your meetings!

**MAKE DEDICATED SPACE FOR LEARNING**
- Carve out 20 minutes in existing check-ins.
- Have clear, specific objectives.

**PUT LEARNING FIRST**
- Put learning first on meeting agendas.
- Shift the tone of the meeting towards reflection.

**KEEP IT STRUCTURED AND ENGAGING**
- Build a routine to build muscles.
- Switch up tools so they don't become stale.

**MAKE IT USEFUL**
- Make learning concrete and specific.
- Task someone with carrying the lesson forward.

**MODEL CURIOSITY**
- Show up curious.
- Be open to diverse viewpoints and feedback.

**BONUS TIP FOR MANAGERS: WATCH FOR POWER PITFALLS**
- Create opportunities for everyone to share.
- Implement explicit norms for communications.
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