

Tools and tactics to GET STUFF DONE!





#UK26WSJ



Segment 1

Project Management & Effective Meetings



Tools for Project Management



A little structure goes a long way:

- **Use Trello** high-level overview of tasks.
- **Centralise Communication:**
Use tools such as Basecamp or Microsoft Teams
- **Structured Delegation:**
Utilise Asana to break large goals into small, tasks
- **Visual Status Tracking:**
Implement a simple RAG (Red-Amber-Green) system

Tools for effective meetings

Establish a Meeting Cadence:

Monthly?

Have an agenda:

Create Clarity

Standing Items:

- Upcoming events (camps)
- Milestone Activities
(Unit name, badge, kit items..)
- Stuff from UKC
- Niggles and worries...
- anything else you want to cover



Why bother?!

To:

- Save time
- Reduce circular conversations
- Free up more time for fun stuff!

Apply the 40/20/40 Rule



Have a shared place for agendas and decisions

Assign Meeting Roles:

Chair, Timekeeper, Note-taker*, and "Sheep dog" - to keep discussions focused.
(Not the sole job of UL!)

***Use AI**





**Over to you:
What tools and tips do
you use
to make sure your
meetings are effective?**

(add notes to your handout)

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Segment 2

Managing Conflict



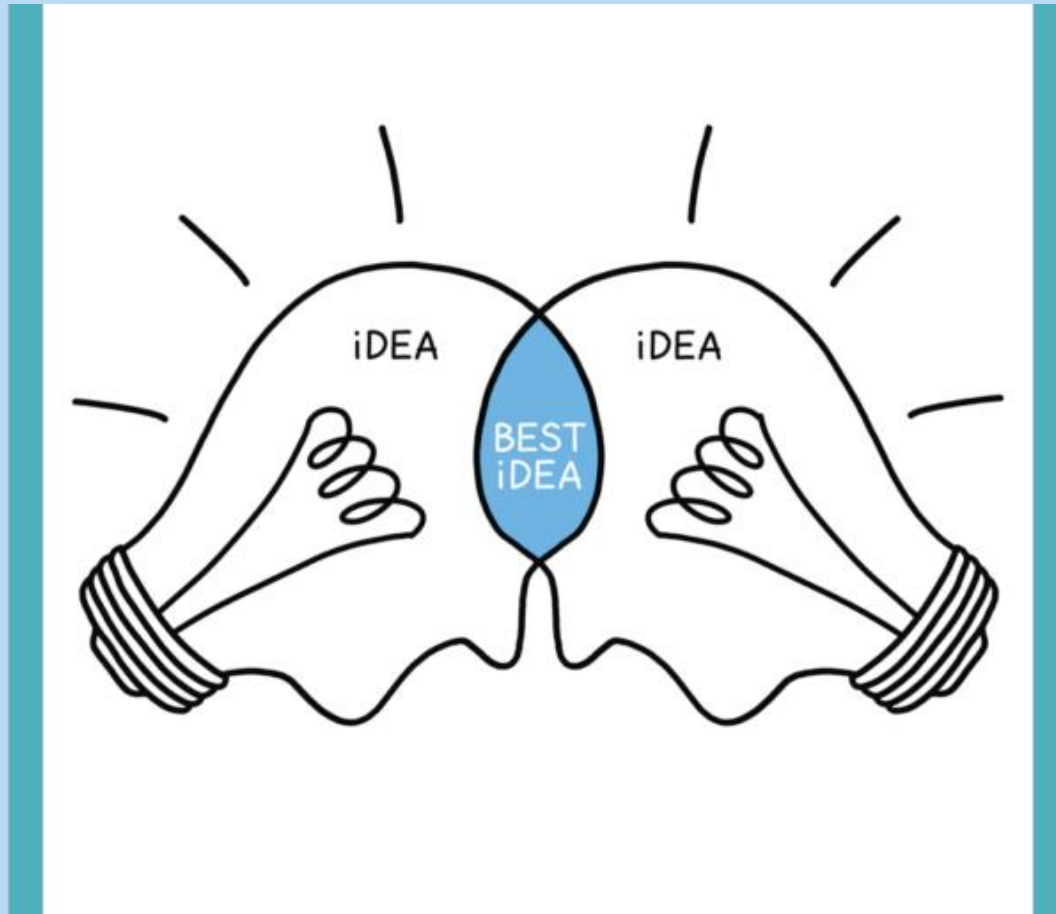


The best-laid plans of mice and men often go awry.

~ Robert Burns



Butting heads or putting your heads together?



Effective conflict resolution fosters stronger, more collaborative, and resilient teams by improving communication, increasing empathy and enhancing productivity. It reduces stress, prevents toxic environments, and drives innovation.

Benefits of Productive Conflict

← A Team That Fears Conflict:	A Team That Engages in Conflict: →
Has boring meetings	Has lively, interesting meetings
Creates environments where personal attacks thrive	Extracts and exploits the ideas of all team members
Ignores controversial topics that are critical to team success	Solves real problems quickly
Fails to tap into all the opinions and perspectives of team members	Minimizes politics
Wastes time and energy with posturing and interpersonal risk management	Puts critical topics on the table for discussion



IMPORTANCE OF ACHIEVING GOALS

High
Own needs
Low

COMPETING

I Win : You Lose



COLLABORATING

We Both Win



COMPROMIZING

We Both Win Something
& Lose Something:



I Lose : You Lose



AVOIDING



I Lose : You Win

ACCOMODATING

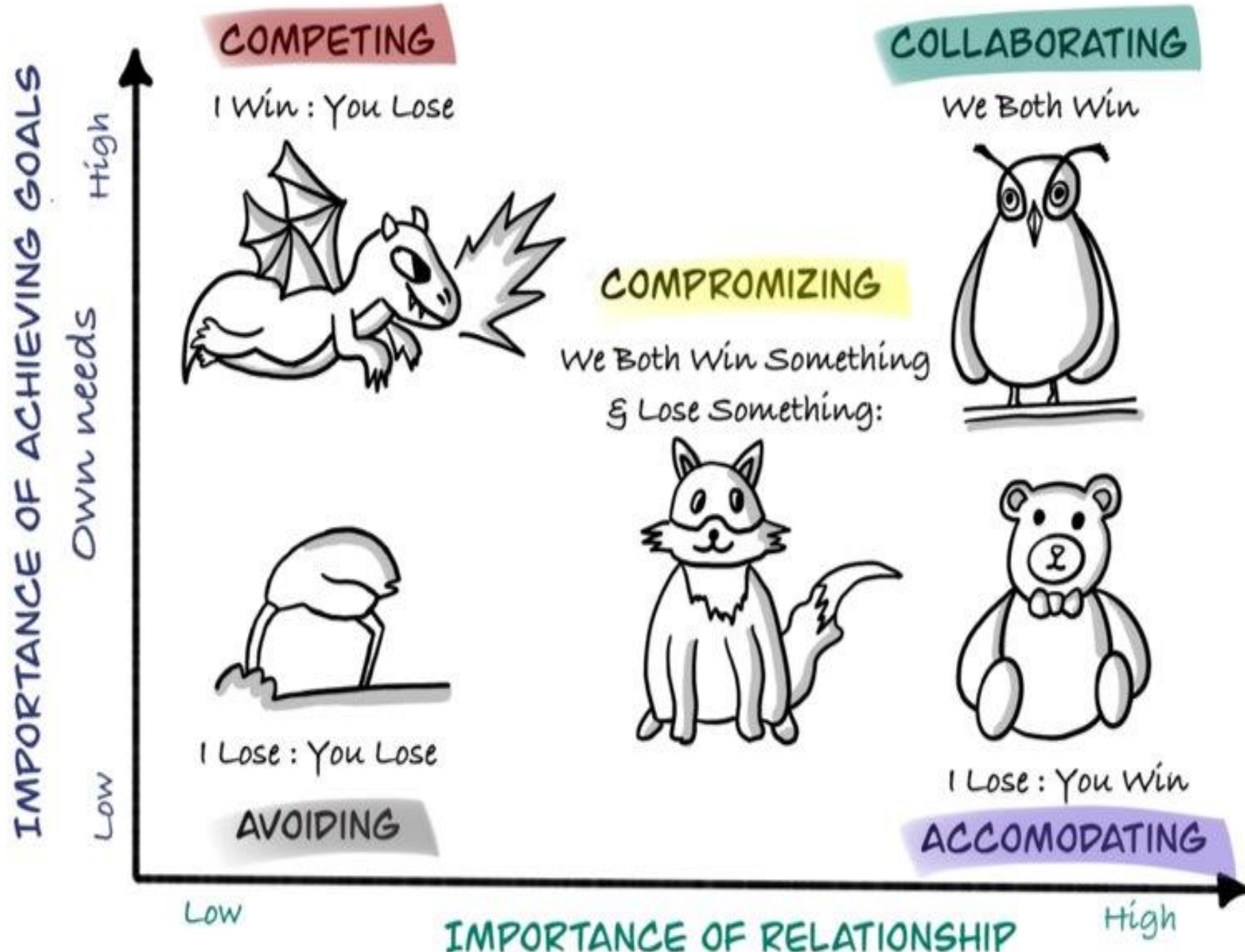
Low

IMPORTANCE OF RELATIONSHIP

High

SCENARIO





Try solving the conflict using the style that feels furthest from your natural style.

What might lead people to use that style? Why might they do so?



It's good to talk!

~ Bob Hoskins

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