

CareTutor

LIVE CPD WEBINAR

How to Make Team Meetings Enjoyable, Useful and Evidence-Based

Turning routine meetings into meaningful learning, discussion and improvement.

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Who are we?



- ✓ CareTutor is a social care training provider delivering the following:
 - Pathway our video-based eLearning platform with over 100 video-based courses
 - Leadership training programme – SfC designed, instructor led, fully funded, delivered by webinar
 - TeamTalk our team learning toolkit
- ✓ Courses are Peer reviewed by organisations such as the Social Care Institute of Excellence.
- ✓ We are a Quality Assured Care Learning Service
- ✓ Great for induction, refresher and Care Certificate Training
- ✓ Feature-Packed Learning Management System – Track Your Team Learning Progress

Today's focus

We will explore how to make meetings:

✓ More purposeful.

✓ More engaging.

✓ More inclusive.

✓ More reflective.

✓ Easier to evidence.

POLL

**How would you describe team
meetings in your service?**

Why team meetings matter

This topic links to:

- ✓ Connection.
- ✓ Clarity.
- ✓ Learning.
- ✓ Culture.
- ✓ Improvement.

Key message:
Meetings should help the team understand,
discuss and act.

When meetings lose value

Too much of this

- ✓ Updates.
- ✓ Reminders.
- ✓ Repetition.

Not enough of this

- ✓ Discussion.
- ✓ Reflection.
- ✓ Action.

Key question:
Would staff notice if the meeting stopped
happening?

UK-wide guidance and expectations

Across the UK, services are expected to support:

Possible warning signs include:

- ✓ Staff learning.
- ✓ Reflective practice.
- ✓ Open communication.
- ✓ Continuous improvement.

Key Message:

Useful team meetings can help services listen, learn and improve.

Start with the purpose

What is this meeting for?

- ✓ Inform.
- ✓ Listen.
- ✓ Learn.
- ✓ Solve.
- ✓ Improve.

One meeting can include more than one purpose,
but it should not try to do everything.

A simple meeting structure

✓ Welcome

Set the tone.

✓ Update

Share what matters.

✓ Discuss

Focus on one useful topic.

✓ Agree

Confirm action.

✓ Close

Explain what happens next.

Keep the learning section focused and practical.

POLL 2

**What usually stops meetings
being useful?**

Make meetings worth attending

A good meeting feels:

✓ Relevant.

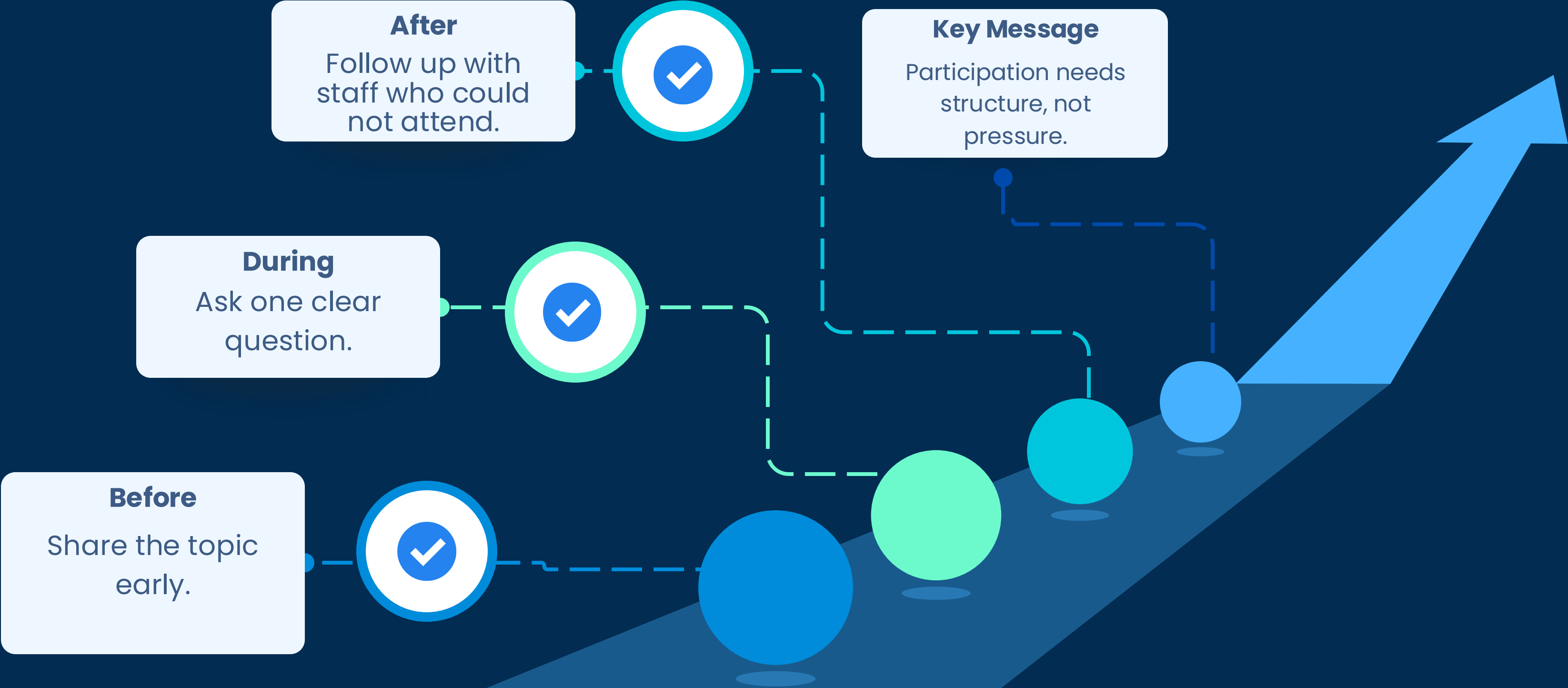
✓ Respectful.

✓ Balanced.

✓ Focused.

✓ Practical.

Include more voices



Use reflective questions

Ask the team:

What happened?

Why does it matter?

What does good practice look like?

What should we do next?

Reflection turns updates into shared learning.

Scenario discussion

Example

An audit shows daily notes are often incomplete.

Ask:

- ✓ What might be causing this?
- ✓ What does good recording look like?
- ✓ What action should we agree today?

Turning discussion into action

Avoid

“Discussed recording as a team.”

Better

“Team agreed daily notes should include changes, actions taken and who was informed. Manager to review sample notes in two weeks.”

Evidence without overcomplicating it

Useful evidence should show:

- ✓ Discussion.
- ✓ Learning.
- ✓ Action.
- ✓ Responsibility.
- ✓ Review.

Key message :

Evidence should show what was learned or improved, not simply that a meeting took place.

How TeamTalk can support

TeamTalk helps managers run short, structured team learning discussions using:

- ✓ A short video.
- ✓ A Session Guide.
- ✓ Discussion questions.
- ✓ Key learning points.
- ✓ A Session Evidence Log.

Designed for busy health and social care teams.



TeamTalk in practice

A typical session takes 12 to 15 minutes.

- ✓ Watch.
- ✓ Discuss.
- ✓ Reflect.
- ✓ Agree.
- ✓ Record.

TeamTalk strengthens the link between eLearning, supervision and practice.

TeamTalk 45-Day Free-Trial

- ✓ Strong services need more than compliance.
- ✓ They need learning that is revisited, discussed and applied.
- ✓ TeamTalk helps make reflective team learning easier to run in practice.
- ✓ Leadership development helps managers lead culture more confidently.
- ✓ Together, they offer a practical route from compliance to culture.



**Signup for a 45-Day
Free-Trial and get full access**



Practical action to try this month

Choose one meeting

Then:

- ✓ Set one clear purpose.
- ✓ Use one short scenario.
- ✓ Ask one reflective question.
- ✓ Agree one action.
- ✓ Follow it up next time.

Start small. Make it consistent.

Key takeaways and Q&A

- ✓ Meetings need purpose.
- ✓ Staff engage when meetings feel useful.
- ✓ Reflection turns updates into learning.
- ✓ Evidence should show action and follow-up.
- ✓ TeamTalk can help structure this.

Q&A

What would make team meetings more useful in your service?

Q&A

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