

Effective Meetings



Running an Effective Meeting

- ▶ Spend time preparing for the meeting
- ▶ Know the **Purpose**
- ▶ Get the right **People**
- ▶ Follow a good **Process**

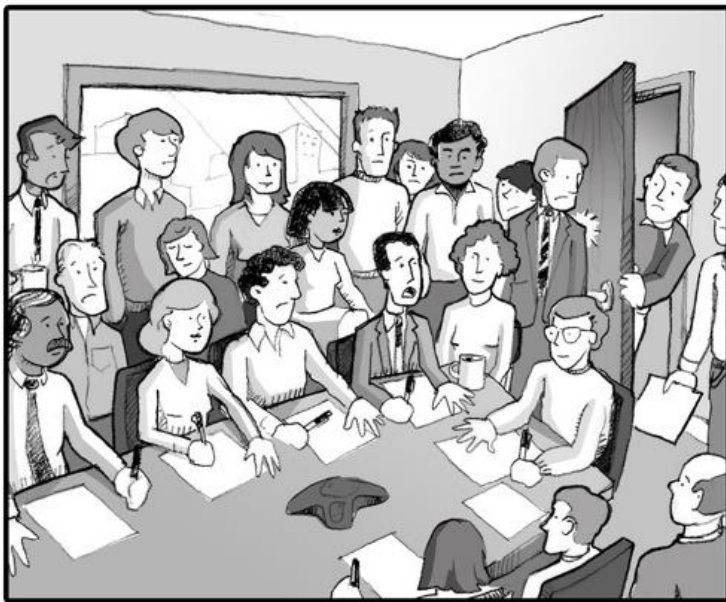
Have one-on-one discussions prior to the meeting to address any potential conflicts or concerns that someone might not feel comfortable voicing in a group setting. Try to resolve these before the meeting.

Running an Effective Meeting

- ▶ Know the **Purpose**
 - Are you trying to make a decision?
 - Are you brainstorming ideas?
 - Are you addressing a specific problem?
 - Are you sharing important information?
- ▶ *The purpose should be actionable, something you will accomplish*
- ▶ *The purpose drives the agenda of the meeting*
- ▶ *The purpose determines who should attend the meeting*

Running an Effective Meeting

- ▶ Get the right **People**
 - Rule of 7
 - Never invite more than 7 people
 - Forces you to choose the most critical attendees
 - Allows for effective discussion



"We're still waiting for a couple of folks if you can all squeeze together a bit..."

- Find a place to meet comfortably and without interruption
- Know how to engage each attendee

Running an Effective Meeting

- ▶ Follow a good **Process**
 - Create a timed agenda
 - Send along with the meeting invitations so everyone can be prepared
 - Focus on the purpose
 - Take notes (or ask someone else to assist)
 - Use a “parking lot” to capture off–topic discussions
 - Always recap the action items and responsibilities
 - Don’t go over the end time
 - If time remains, revisit the parking lot items
 - If no time remains, suggest off–line discussions or schedule another meeting

Facilitating a Good Meeting

- ▶ Don't schedule unnecessary meetings.
 - A meeting is not needed if:
 - Only providing updates (email will do)
 - Key people are not available (reschedule)
 - No immediate feedback is required (email will do)
- ▶ Be prepared
- ▶ Be on time, start on time, end on time
- ▶ Stay on topic
- ▶ Ask clarifying questions to ensure understanding

Facilitating a Good Meeting

- ▶ Watch body language/facial expressions for lack of understanding, questions, or disagreement
 - Engage those that look like they have something to say
- ▶ End with a clear statement of next steps and the name of who is responsible
 - Don't use generalities like “we'll do xyz”
- ▶ Follow the meeting with an email outlining the action items and thanking the attendees

And, Finally...

At every meeting, follow good meeting etiquette:

- Show up!
- Be on time
- Be prepared
- Silence your phone and put it away
- Maintain good body language
- Actively listen and participate
- Don't interrupt or talk over others



Click on the button below to take the quiz for this session.

QUIZ