





Effective Meetings





Planning the Meeting

- ▶ Clarify the purpose and outcome of the meeting
 - ▶ Identify meeting participants
 - ▶ Choose the method for the meeting's purpose and outcomes, i.e., brainstorming, reporting, analyzing data, etc.
 - ▶ Develop the agenda
 - ▶ Send the agenda out to participants prior to the meeting
 - ▶ Arrange the meeting room, coffee, etc.
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Starting the Meeting

- Start with a warm up
 - Review the agenda
 - Purpose
 - Outcomes
 - Topics
 - Methods
 - Time allocations
 - Ground rules
 - Review if necessary
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Starting the Meeting

- Clarify
 - ▶ Participant roles
 - ▶ Facilitator role
 - ▶ Scribe role
 - ▶ Timekeeper role
 - ▶ Note taker role
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Warm Ups

- Definition
 - ▶ A warm up is a quick, round the group sharing of ideas, issues or information at the beginning of a meeting.
- Purpose
 - ▶ Breaks the ice
 - ▶ Gets everyone talking
 - ▶ Focuses attention on *this* meeting
 - ▶ Shares personal agendas and needs



Warm Ups

- Examples of Warm Ups
 - ▶ “Issues and concerns that I am checking at the door....”
 - ▶ “What I’ve been doing prior to this meeting....”
 - ▶ “Hopes (concerns) about this meeting...”
 - ▶ “What I need from this meeting....”
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Clarifying Roles

- Meeting Facilitator
 - ▶ The Facilitator aims to make the group's work easier
- Key responsibilities
 - ▶ Cover one agenda item at a time
 - ▶ Establish an appropriate pace
 - ▶ Open discussions
 - ▶ Maintain the focus of discussions
 - ▶ Manage participation
 - ▶ Check decisions
 - ▶ Close discussions



Clarifying Roles

- Scribe
 - The scribe posts key ideas when brainstorming (flip chart, overhead, white board, etc.) so everyone can see them as the discussion unfolds.
- Key responsibilities
 - Writes large enough so all can see
 - Abbreviates discussion points when possible
 - Checks to see if ideas have been caught accurately
 - Get input from group on wording





Clarifying Roles

- Timekeeper
 - The timekeeper helps the group keep track of time during the meeting.
- Key responsibilities
 - Keep accurate track of time during the meeting
 - Give the group a warning when time allocated for agenda is almost up
 - Group can decide to continue discussion and change remainder of agenda or move toward closure of topic
 - Signal when time is up



Clarifying Roles

- Notetaker
 - The notetaker captures and documents the meeting for a permanent record.
 - Key responsibilities
 - Keep meeting minutes
 - Check with the group for accuracy
 - Produce the minutes and see that they are distributed
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Developing an Agenda

- Agenda
 - An agenda is a plan or map for a meeting
- Purpose
 - Improve meeting efficiency
 - Improve likelihood of achieving outcomes
- Recommended information to include
 - Purpose
 - Time estimates
 - Topics
 - Lead persons
 - Methods
 - outcomes



Developing an Agenda

- Guidelines for use at the start of a meeting
 - Review the agenda before beginning meeting
 - Allow participants to change agenda if all agree



Ground Rules

- Definition
 - Ground rules are agreements about group behaviors that hamper creativity and spontaneity
- Purpose
 - Improve group's effectiveness and efficiency
 - Avoid common problems
- Guidelines for use
 - Agree to ground rules during first few meetings
 - Review occasionally
 - Change if necessary





Ground Rules

- Consider these topics
 - ▶ Attendance
 - ▶ Promptness
 - ▶ Equal opportunity to participants
 - ▶ Interruptions
 - ▶ Assignments
 - ▶ Role assignments
 - ▶ Decision-making methods
 - ▶ Confidentiality
 - ▶ Meeting evaluation method
 - ▶ Chronic violation of ground rules



The Meeting Process: Conducting the Meeting

- Cover one agenda item at a time
 - Establish an appropriate pace
 - Open discussions
 - Maintain the focus of discussions
 - Manage participation
 - Check decisions
 - Close discussions
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The Meeting Process: Closing the Meeting

- Summarize decisions
- Agree on action items
 - What needs to be done
 - By whom
 - By when
- Draft agenda for next meeting
- Evaluate the meeting
 - What went well
 - Improvements
- Thank everyone for their contributions and participation




Meeting Evaluation

- During a meeting evaluation, the group assesses the meeting's process
- Purpose
 - To continuously improve meetings
- Methods of meeting evaluation
 - Round robin comments
 - Written evaluations that are shared with group
 - Open discussion



Meeting Evaluation

- Topics to include
 - What parts of the meeting worked well?
 - What improvements were implemented in this meeting?
 - How well did improvements work?
 - What improvements will we make in the next meeting?
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