

Effective Meetings

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Agenda

- Why and who of meetings
- Structure and communication
- In-meeting techniques

6 Reasons We Meet

From Kanfer Steward, M., & Tsao, T. (2017). *Momentum: Creating effective, engaging and enjoyable meetings*. Lioncrest Publishing.

1. Decision making
2. Brainstorming
3. Producing deliverable
4. Planning
5. Alignment
6. Connection

Listen to “How to Create Meaningful Gatherings” with Priya Parker:

<https://coachingforleaders.com/podcast/395/>

Why are we here? Who to invite?

- Purpose of the meeting
- Outcome of the meeting
- Determine invitees

Purpose	Outcome	Invite people because you need their...
Brainstorm course delivery models	→ Create 3 prototypes for course delivery	→ Knowledge → Perspective
Review final curricular changes	→ Approve proposed changes	→ Buy-in → Authority

Should I attend?

- Uncertain of the purpose or why you’ve been invited? Ask.
- Accept and decline accordingly
- Provide feedback

Prework

- 5-10 minutes for every 30 minutes of meeting
- Send with enough lead time
- State expectations
- Draw attention to areas that will be discussed (areas of tension or where input is needed)

Write your agenda

- 5 minutes at top and bottom of agenda
- How long will each item take?
- Send it in advance
- Post it during the meeting

Roles

- Facilitator
- Note taker
- Time keeper
- Rabbit hole, rehash goalie, I want to believe

After the meeting

- Summary of discussion
- Decisions*
- Next steps and action items*

*Review these in the last 5 minutes of the meeting as reminders for attendees

Who-What-When

What	Who	When
Action verb, brief & specific	Point Person	Due Date
Submit facilities request for outlet	Jed	3/28/18
Prepare draft policy statement	Jessica	4/11/18

Who-What-When-Status

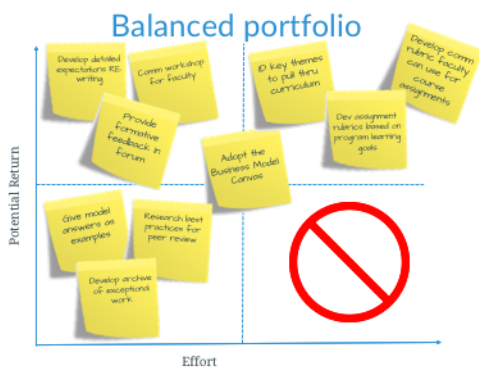
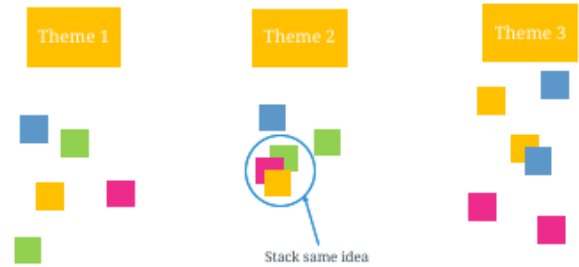
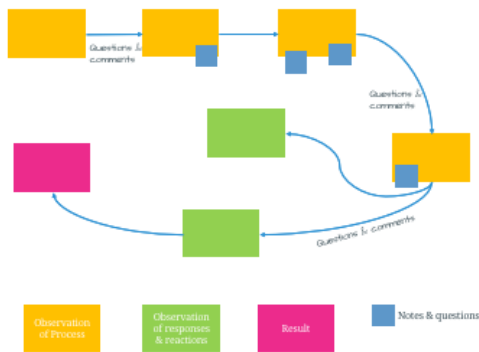
What	Who	When	Status
Action verb, brief & specific	Point Person	Due Date	
Submit facilities request for outlet	Jed	3/28/18	Complete

Prepare draft policy statement	Jessica	4/11/18	In progress
1 st draft of budget	Sanji	3/15/18	Not started
Prepare for office move	Jessica	3/10/18	Removed
Market research for secret project	Kelsi	5/1/18	Overdue

In-meeting techniques

Get visual

- PowerPoints are good but boring
- Try post-its
 - Group brainstorm items
 - Illustrate a process
- Use white boards



SBAR

<http://www.ihi.org/resources/Pages/Tools/SBARToolkit.aspx>

- **Situation**
concise statement of problem
- **Background**
pertinent & brief information related to the situation
- **Assessment**
analysis & considerations of options
- **Recommendation**
action requested/recommended

First-to-Five

<https://image.slidesharecdn.com>



Multiple choice

- Option 1
- Option 2
- Option 3

Hypothesis testing

- What are we trying to achieve?
- What do we want to try?
- How long do we want to try it?
- What does success look like?
- Who owns it?

Parking lot

- Capture items that come up that are not on the agenda.
- Address at end of meeting if time, schedule at future meeting

Plus-Deltas

- **Plus**
 - What went well
- **Delta**
 - What to change for next time

Advanced ideas

- Get outside, or outside of the office
- Walking meetings
- Stand up meetings

Late comers

- Slip in quietly, without disrupting
- Get caught up after the meeting
- Occasional vs. chronic

Human nature

- Can live with the outcome if good process has been followed
- Look at body language
- Who isn't talking?
- Follow-up after meeting

Simple questions for standing meetings

- Can we cancel this meetings?
- Could this be an email instead?