



Efficient, Effective Meetings

How to Run Meetings that Accomplish Your Goals and that People Won't Mind Attending

Better Meetings

What we will cover today:

Planning Successful Meetings

- Organizational structure and purpose
- Specific meetings

Tips for Running an Effective Meeting

Activities and Processes for Meeting Facilitation



Better Meetings

Meetings can be challenging, no question about it.



Meetings are also an important part of:

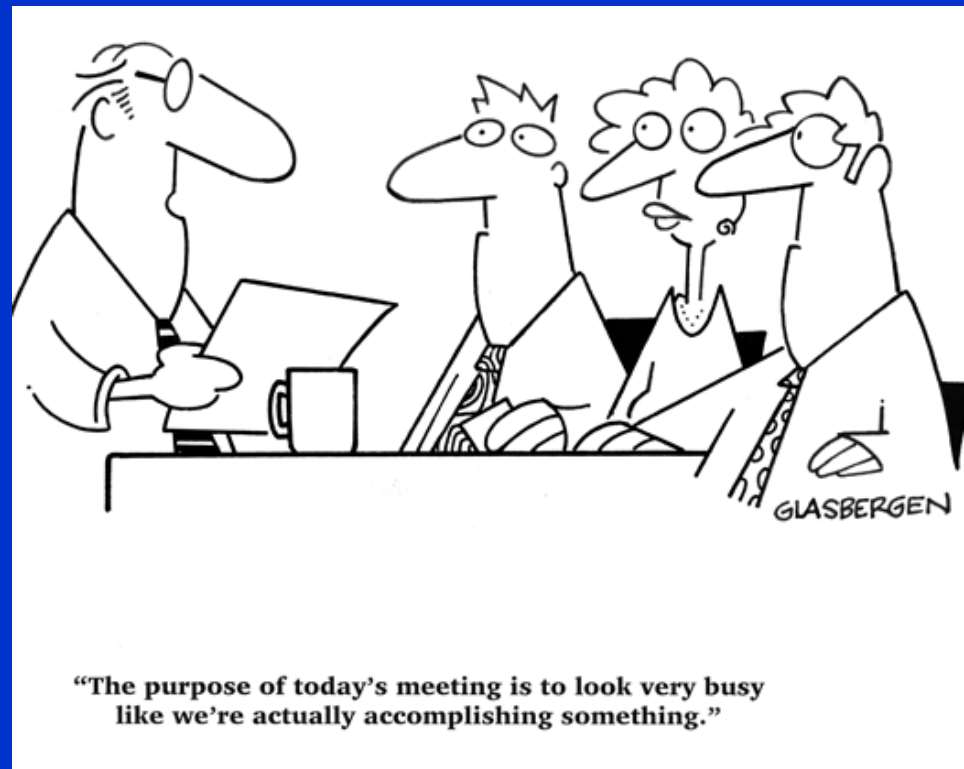
- Your organization's internal communications
- Developing relationships with other individuals and agencies
- Getting things done

Better Meetings

SO many meetings SO little time!

Many reasons for meetings:

- Team Huddles or Stand-up Meetings
- Brainstorming Meetings
- Planning Meetings
- Post-Mortem Meetings
- Information Sharing Meetings
- Decision Making Meetings
- Problem Solving Meetings
- Status Update Meetings
- Team Building Meetings
- Networking Meetings
- Onboarding Meetings
- Training Sessions/Workshops
- Performance Meetings
- All-Hands or Company Meetings
- Governance Meetings

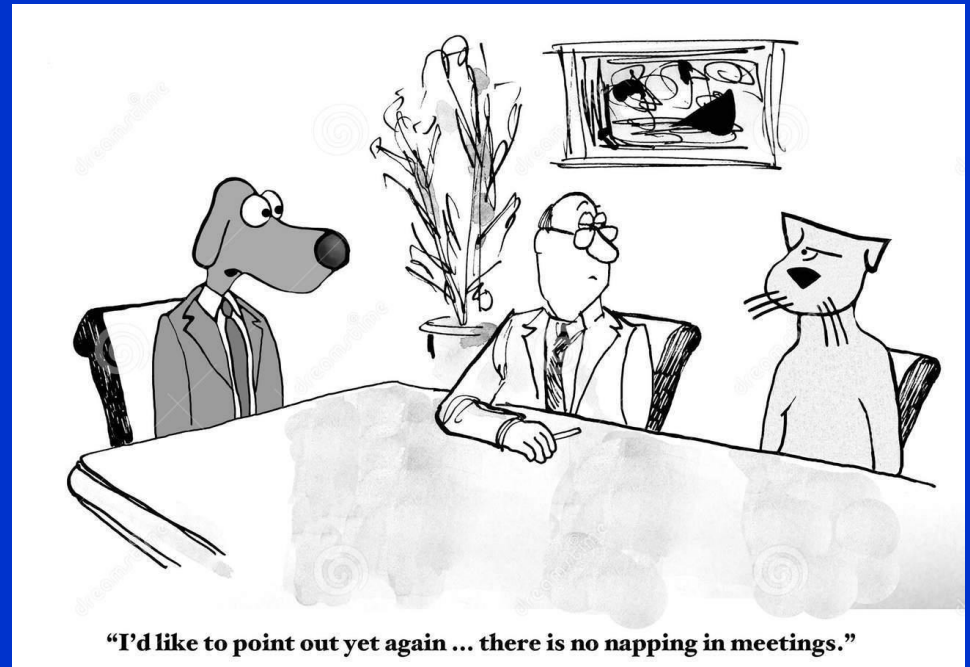


Better Meetings

Create a Meeting Structure

Sample for Staff

- Management (weekly, one hour)
- Stand-up team meetings (twice weekly, 15 minutes)
- All-staff meetings (twice a year, one hour)
- Supervisor one-on-one with direct reports (monthly, 30 minutes)
- Planning and budget meetings (annual)
- Other special meetings as needed



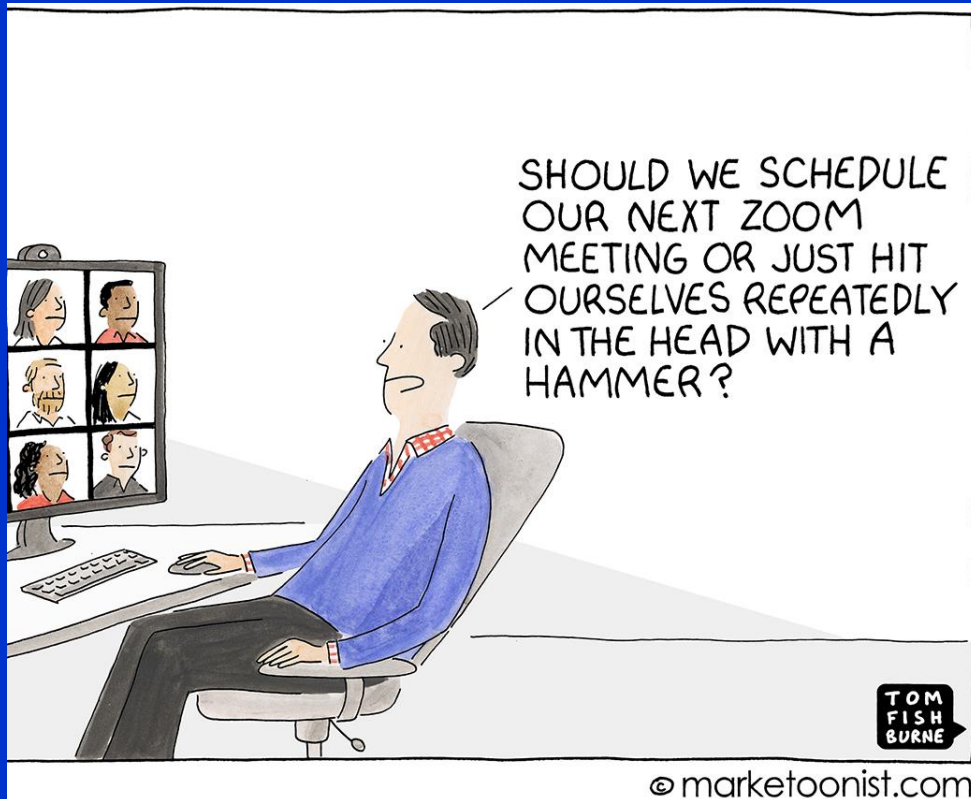
Better Meetings

Defining the Desired Outcome is key to planning an effective and efficient meeting!



Better Meetings

Success Starts with Planning



- What do we want to accomplish? Is a meeting best for this?
- Who should attend?
- When and where?
- What type of meeting?
- What are the agenda items (content/time)?
- What processes will be best for each agenda item?
- What specific roles are needed?

15 Tips for Better Meetings

1. Have a Strong Meeting Chairperson or Facilitator

- Keeps the meeting on track, on time and ensures participation.
- You can cultivate skills to be an effective meeting chair.



Advice for Meeting Chairs:

“Be cheerfully, impersonally decisive”

- Gretchen Rubin

15 Tips for Better Meetings

2. Consider Logistical Matters

- Comfortable space or a good online platform for virtual meetings.
- Are name tags needed?
- Should refreshments be provided?



“We’re having a big meeting tomorrow to kick off our Employee Wellness Campaign. Who’s in charge of bringing the soda and donuts?”

15 Tips for Better Meetings

3. Clear Purpose

- Share the purpose of the meeting with all invitees.



"Now that we can talk, we have to have meetings."

15 Tips for Better Meetings

4. Create an Agenda and Stick to It



- Circulate agenda in advance
- Share info people need to read in advance
- Allot specific time for each topic
- Use a "Parking Lot" to capture off-topic subjects for future consideration
- If a meeting is long, schedule breaks so people can check email/ texts

15 Tips for Better Meetings

5. Start and End on Time

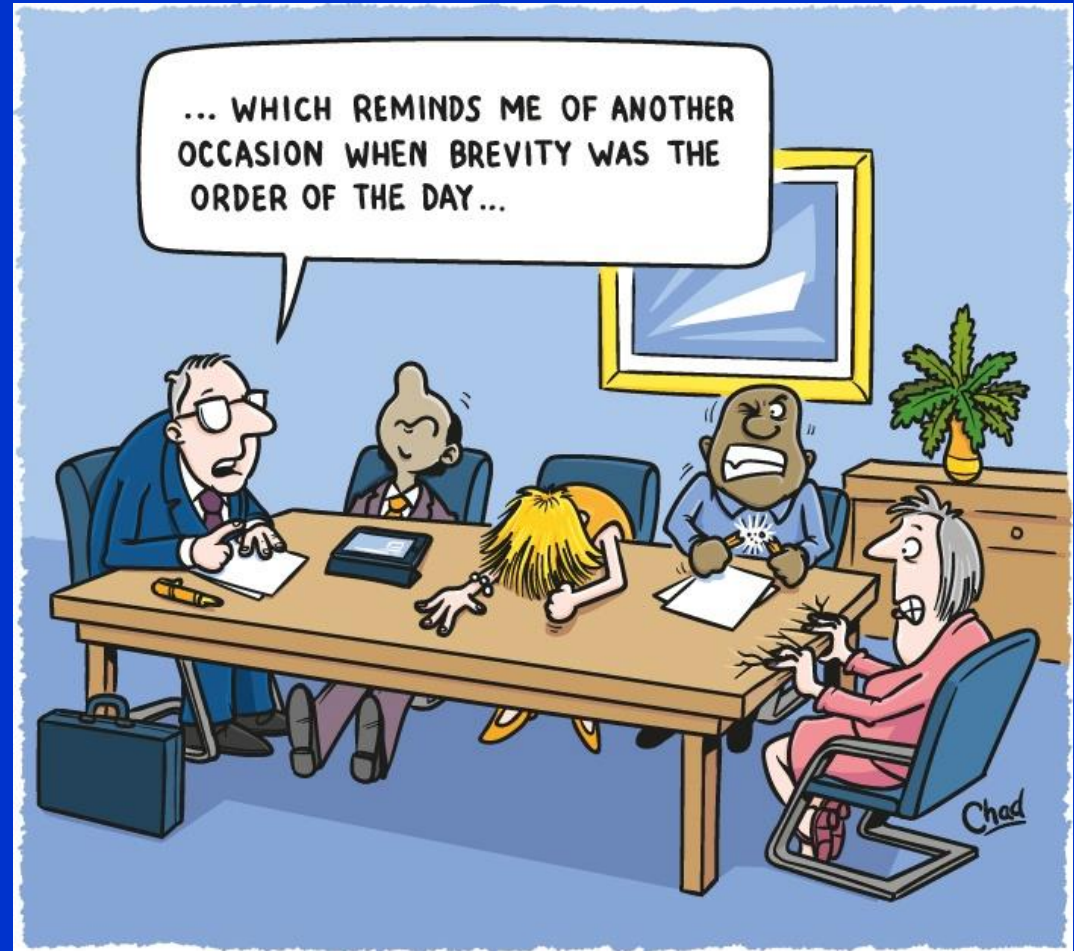
- Starting late creates bad habits, as people learn that there's no point in showing up on time.
- If the meeting has to run long, ask "We're not through with the agenda items so can everyone stay fifteen extra minutes to wrap up?"



15 Tips for Better Meetings

6. Keep Standing Meetings as Short as Possible

- Keep routine meetings very structured.
- Have rules for canceling the meeting when appropriate, for example, if only a certain number of people can attend, etc.



15 Tips for Better Meetings

7. Plan a Little Time for Chit-Chat

- It's important and productive for people to have a chance to relate on a personal level.
- People need to build friendships and meetings are part of this process.



15 Tips for Better Meetings

8. Start with a Positive Tone and Promote Interaction



“I thought a marching band might make the meeting more fun.”

- Will vary by meeting.
- For routine meetings, try “One Good Thing”
 - Each person (or team rep) briefly shares one positive thing that happened that week.
 - Helps everyone learn about other’s work and get everyone contributing.

15 Tips for Better Meetings

9. Maintain Focus

- If someone brings up issues that aren't relevant to the purpose of the meeting, put the topic on the "Parking Lot" list and direct people back to the agenda.
- Ground rules can help, such as agreeing on use of electronic devices, one conversation and one topic at a time, full engagement, etc.



15 Tips for Better Meetings

10. Draw Out People Who Are Not Speaking Up

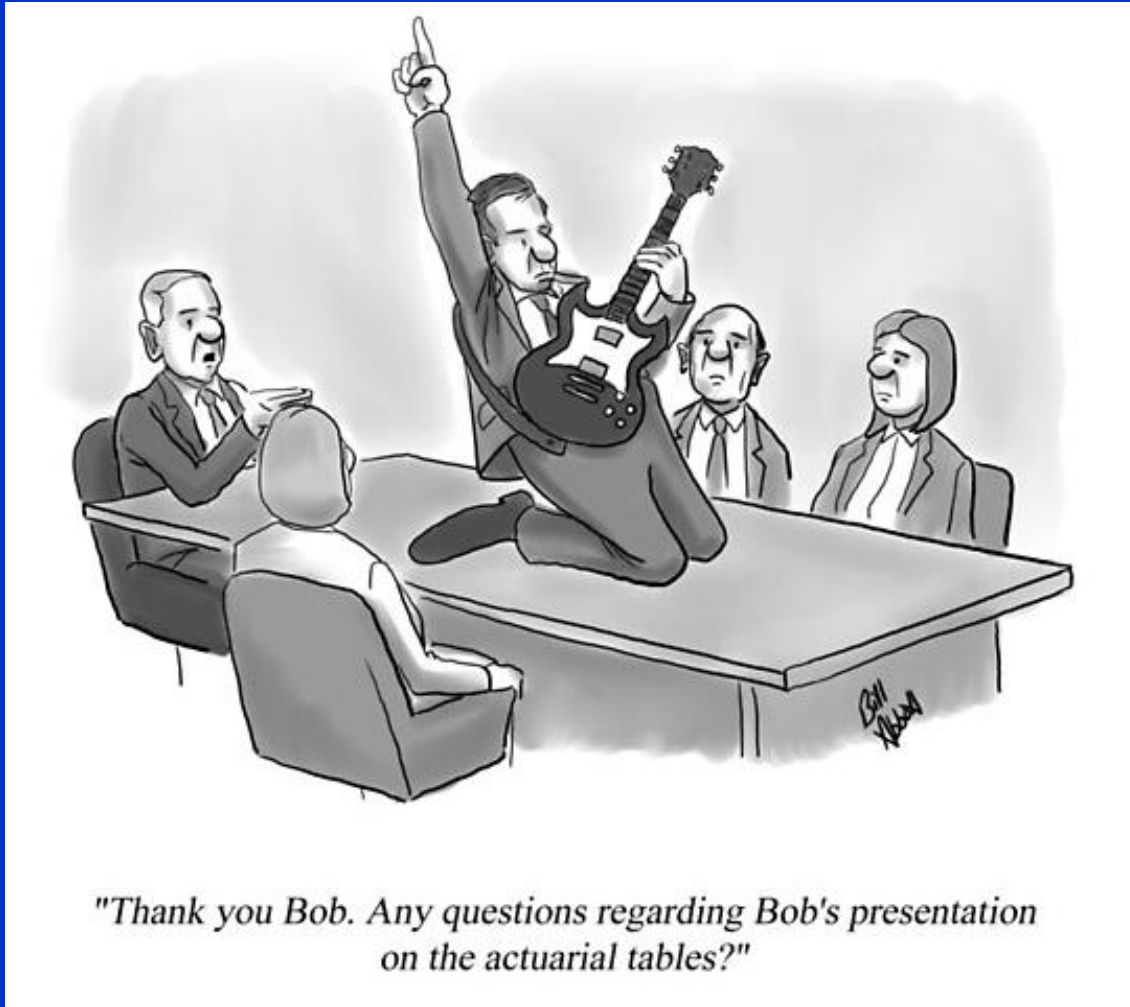
- Ability to grab the floor doesn't necessarily correlate with capacity to contribute.
- Encourage everyone to speak by asking direct questions of quiet people.
- Encourage different opinions and respectful dissent.



“Well, Jeff gave his opinion the loudest. . . so let's go with his ideas.”

15 Tips for Better Meetings

11. Share Credit for Successes



- Meetings are great place to give people credit for ideas and accomplishments.
- Call for a round of applause for a colleague.

15 Tips for Better Meetings

12. Avoid Remarks that May Undermine or Antagonize

- Set a respectful tone.
- Model disagreeing without being disagreeable.



15 Tips for Better Meetings

13. Utilize a Process for Decision-making

- Important for formal meetings and for those that involve decision-making.
- Guidelines for decision-making:
 - Robert's Rules
 - Martha's Rules



Try Martha's Polling to take the pulse of a team

- Loves the proposal (thumbs up)
- Can support the proposal (thumbs sideways)
- Can't support, may have questions or wants more discussion (thumbs down)



15 Tips for Better Meetings

14. Be Specific About “Action Items”

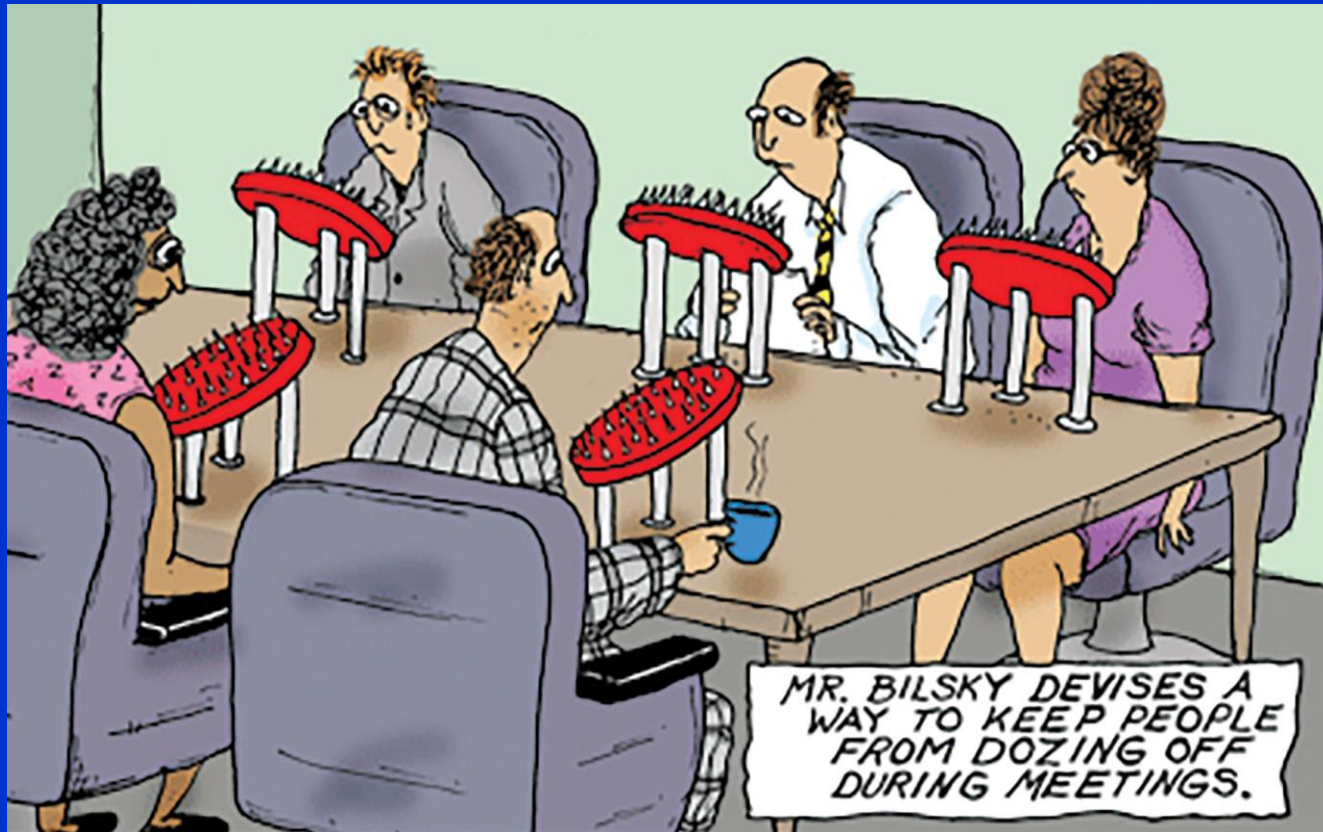
- Make sure someone is documenting actions, due dates, and responsible individuals.
- At the meeting’s end, review these items.
- Follow up by email.



15 Tips for Better Meetings

15. Keep Improving Meetings

- Short meeting debrief at end of each meeting
- Conduct an annual survey of standing meeting attendees for feedback and recommendations to improve the meetings



Processes that Make Better Meetings

Ice Breakers

Is an Ice Breaker needed?

- Helps to get people communicating and increases participation throughout the meeting.
- Beneficial when people don't know each other well.
- Can be done in 5 to 15 minutes.

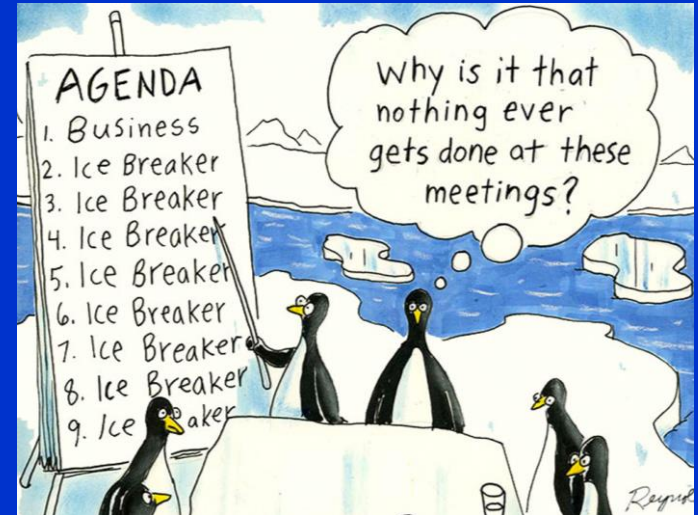


Processes that Make Better Meetings

Ice Breaker Examples

Two Truths and One Lie

- Each person comes up with two facts about themselves and one believable fib.
- Everyone shares their three statements.
- The group votes or discusses their guess for the lie.



Questions

- What is your superpower?
- If you could write a book, what would it be about?
- What is the scariest thing you've ever done?
- What's the best piece of advice you've ever been given?
- What's the craziest thing on your bucket list?

Processes that Make Better Meetings

Generating Ideas or Feedback

Brainstorming

- Share verbally.
- No judgement—silly ideas are encouraged.
- Document all ideas.

Sticky Notes

- Each person writes as many ideas as they can, one per note.
- Post and categorize.

If needed, pose questions or prompts to generate input/ideas.



Processes that Make Better Meetings

Prioritizing or Decision-making

Listing Pros and Cons

- Document on white board or pad so all can see

Weighted Voting

Martha's Poling



"All right, the purrs have it."

Better Meetings



“Meetings get a bad rap, and deservedly so—most are disorganized and distracted. But they can be a critical tool for getting your team on the same page.” – Justin Rosenstein

Questions?





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