

Impact of Effective Meetings (Why do I care?) Professional Development & Career impacts Use of precious resources Higher Ed and Collaboration

Learning Outcomes ➤ Understand meeting purposes; why do we need them and what are common expected outcomes? ➤ Be able to describe resource impacts of meetings. ➤ What are the key phases of a successful meeting? ➤ What are some common causes of failure?

Why have a meeting? ✓ Collaborative culture and ✓ Complex organization ✓ For the wonks (Parallel v sequential)

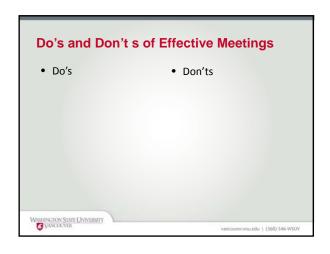
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\$ One of the most expensive forms of workplace communication \$ Multiply number of attendees x hourly rate x (length of meeting, travel time and prep time) \$ Balance against outcome(s) and alternatives \$ Carefully consider length, attendees and frequency

Overview of an Effective Meeting Clear purpose, pre-planning Conducted well Conclusions and follow up Elements to avoid







Do's and Don't s of Effective Meetings

- Do's
 - Right people in the room
 - Thoughtfully schedule, consider invitees everyone necessary, but stop there
 - Send reminders
 - Start/end on time
 - Follow the agenda
 - Manage the discussion
 - Shorter is better
 - Summarize key decisions and next steps
 - Confirm action items

• Don'ts

- X Flounder X Digress
- X Go on a tangent

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Meeting Agenda

A Worthy Investment

- Include start time, time allotted, end time
- Time for major categories, not sub-elements
- Plan for Introductions, purpose/outcome
- Note structure of key elements presentation, overview, discussion, prioritization
- Allowance for additions to agenda



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Enterprise Application Subcommittee M AGENDA:	ay 29, 2015	
1. Introductions	ALL	5 min
Overview of structure and purpose WSU Strategic Plan (attached) ITEB ITSAC Enterprise Subcommittee (attached)	VALENTER	10 min
Discussion about projects and processes ITS Project Review (attached) ITS Scoring Rubric – Background (attached) Case study for discussion – University Technology	VALENTER/ALL gy/Help Desk (attache	30 min
Discussion about role in Enterprise Applications upcoming Human Resources/Finance enterprise	VALENTER	5 min
5. Path forward/logistics • Collaborate site • Meetings • Availability/willingness to serve	VALENTER	5 min
New Business	ALL	5 min

Facilitation

- Formal training (Meeting Management & Facilitation)
- Ground rules
- Over/under contributors
- Keep on track, parking lot, timing facilitation (one/two more comments)



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Facilitation Skills

- Idea generation
 - List/flip chart
 - Contrast/color with pen
 - Brainstorming
 - Group individual, list until no new (nominal)
 - Sticky notes
 - Electronic submission in advance or in meeting
 - Facilitator/scribe if you're running the meeting



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Facilitation Skills

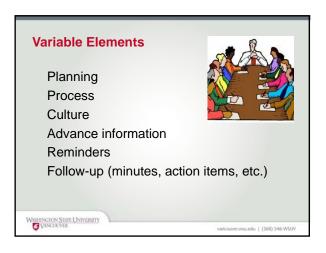
- Group decision-making
- What criteria will be used?
- Consider methodology
 - -Size of group
 - -Relative knowledge
 - -Compatibility, trust, group dynamics
 - -Complexity, anonymity



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Conclusions and Follow Up Protect the investment Decide who will follow up, by when Record/memorialize decisions Communicate results Effectiveness encourages future commitment Never Fall to Follow Up



Summary

- 1. Meetings matter. Necessary and cost-effective done well.
- 2. Pre-planning is an investment.
- Conducting a meeting includes tending to culture, discussion, agenda, timing and outcomes. Experience helps.
- Conclusion/follow-up is good stewardship of the investment. Minutes, summary, action items with time/person accountability and scheduling next steps protect the investment.
- 5. Know what can make a meeting ineffective and avoid.
- 6. Facilitation training valuable.



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Active Learning

- Need to generate budget reductions within your department/division. How would you structure an initial meeting? Who would you invite? What would the agenda look like?
- > You've heard rumblings of unrest within a department. How might you structure a meeting to begin to address?
- ➤ You are chairing a committee that selects employee of the year. You have 15 nominations. How would you structure a meeting (or meetings) to determine your recommendation to the decision-maker?
- You need to conduct a mandatory safety or awareness training. What would an agenda look like?



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