



Running Effective Meetings


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Impact of Effective Meetings (Why do I care?)

- Professional Development & Career impacts
- Use of precious resources
- Higher Ed and Collaboration



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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?

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Why have a meeting?

- ✓ Collaborative culture and
- ✓ Complex organization
- ✓ *For the works* (Parallel v sequential)

Resource Impacts



- \$ 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

Clear Purpose





"I've called this meeting to discuss absenteeism."

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Clear Purpose

- ✓ Information sharing
- ✓ Improve teamwork
- ✓ Agreements, decisions or solutions

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Do's and Don't s of Effective Meetings

- Do's
- Don'ts

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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 statement
- Note structure of key elements – presentation, overview, discussion, prioritization
- Allowance for additions to agenda

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



- Elimination
- Consensus
- Vote
- Commonalities
- Matrix
- Rank
- Initial H,M,L
- Dots
 - Color?
 - Multiple dots or no?
 - Must use all dots?
 - Rank/prioritize




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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




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Variable Elements

Planning
Process
Culture
Advance information
Reminders
Follow-up (minutes, action items, etc.)



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Summary

1. Meetings matter. Necessary and cost-effective done well.
2. Pre-planning is an investment.
3. Conducting a meeting includes tending to culture, discussion, agenda, timing and outcomes. Experience helps.
4. 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.

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?
