



Make Meetings Meaningful

Wednesday, January 20, 2016

- 1. Plan the meeting so it has a beginning, middle and end**
 - a. Beginning
 - i. Why this particular meeting
 - ii. What are the meeting goals
 - iii. What are the meeting restraints
 - b. Middle
 - i. Follow agenda
 - c. Ending
 - i. Review decisions made, information delivered and ideas generated
 - ii. Plan of action
 - iii. Evaluation
 - iv. Conclusion
- 2. Invite the right people to the meeting**
 - a. Invite only those who can contribute to the meeting
 - i. Are instrumental in making decisions
 - ii. Have certain information that can only be covered at the meeting
 - iii. Can provide ideas
- 3. Be clear on the outcome for each agenda item**
 - a. Do you want a decision made?
 - b. Do you want to share specific information?
 - c. Do you want ideas?
- 4. Use appropriate processes and tools**
 - a. Decision matrix – making decisions
 - b. Handouts – sharing information
 - c. Brainstorming – generating ideas

- 5. Establish meeting ground rules**
 - a. How each person should treat one another and their ideas
- 6. Use warm-ups and energizers**
 - a. Set the stage for great participation and collaboration
- 7. Accept and value diversity**
 - a. Make sure that all ideas, knowledge and styles are embraced
 - b. Be open and respectful, and value different points of view
 - c. Reinforce good listening
- 8. Ensure equal contribution**
 - a. Provide an opportunity for everyone to contribute
- 9. Recognize introverts and extroverts**
 - a. Include processes that focus on both
 - i. Introverts: alone time for generating ideas
 - ii. Extroverts: group time for generating ideas
- 10. Pace the meeting**
 - a. Differs from group to group
 - b. Increase pace when generating ideas; slow down when making decisions
- 11. Decide when you decide; present when you present; generate ideas when you generate ideas**
 - a. Make it clear what operation you are using
- 12. Record the decisions, ideas and results on a flipchart**
 - a. Provides visual focus
- 13. Plan for action**
 - a. Who will do what and when
- 14. Evaluate the meeting**
 - a. What worked
 - b. What needs improvement
- 15. Conclusion**
 - a. Each person states one word to sum up their perspective of the meeting