Facilitating Effective Meetings

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Agenda

- Welcome and Introductions
- The 6 P’s of Meeting Management
- Stages of Group Development
- Wrap Up & Evaluation

- Break?
Food for Thought

Effective meetings have the right people in the right place discussing the right issues in the right order.
Cost

- How much would it cost for a staff of 5 to meet weekly for one year if the average salary is roughly $45,000?
  - Answer - $9,500

- Are the meetings you facilitate or attend worth the cost?
What is the impact of well run meetings?

- Decisions are wise and responsible and work well for the organization
- Sense of achievement and time well spent
- Participants are renewed and energized
- Closure, healing and reconciliation
What is the impact of poorly run meetings?

- Flawed decisions
- Return on investment of time and energy low or non-existent
- Sense of confusion and frustration
- Participants are left questioning “Why am I here?” and “What did we accomplish?”
- Low energy level - reduced productivity for remainder of the day
6 P’s of Meeting Management

- Purpose
- Planning
- Participants
- Place
- Participation
- Perspective
Purpose – Why are we meeting?

<table>
<thead>
<tr>
<th>Reasons to hold a meeting</th>
<th>Reasons NOT to meet</th>
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<tbody>
<tr>
<td>To share information</td>
<td>When participants are unprepared</td>
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<tr>
<td>To make a decision</td>
<td>When key people can not be there</td>
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<tr>
<td>To brainstorm ideas</td>
<td>When information can be conveyed in another format</td>
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<td>To identify or solve a problem</td>
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<td>To gather data</td>
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<td>To plan or set goals</td>
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<td>To launch a new initiative</td>
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<td>To evaluate or follow up</td>
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<td>To build relationships</td>
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“At this point in the meeting we’ll open a discussion of whether or not we needed to have this meeting.”
Planning - The Agenda

- How long do you have for this meeting?
- What topics need to be covered?
  - Call for agenda items
- How long will each item take?
  - Prioritize the list
- Leaving room to wrap up
- The Agenda Rule
- The Agenda Integrity Rule
- The Rule of Sixths
Participants – Who should attend?

- Problem knowers
- Solution providers
- Resource controllers (technology, budget, etc)
- Decision makers (supervisors)
- Influencers
- Note taker
Participants (continued)

- **Meeting Size**
  - Intensive problem solving: 5 or fewer
  - Problem identification: 10 or fewer
  - Information review/presentation: 30 or fewer
  - Motivational: unlimited
Place

- The right setting can make or break a meeting.

- Consider:
  - Room size
  - Seating
  - Temperature
  - Lighting
Stages of Group Development

- Forming
- Storming
- Norming
- Performing
- Adjourning
Participation

- Preparing your group
- Setting ground rules (Forming)
  - Banning devices?
  - Confidentiality
- Opening the meeting
- Difficult group members (Storming)
- Leveraging the personalities on your team (Norming Performing)
- Acknowledging transitions (Adjourning)
Perspective

- Action Plans – Follow Through
- K, S, S Method
- Parking Lot
- Participant evaluation
Sample Participant Evaluation

- Was the agenda distributed in time for everyone to prepare?
- How well did team members prepare for the meeting?
- How well did we estimate the time needed for each agenda item?
- How well did we allocate our time for decision making and discussion?
- How well did everyone stay on-topic? How well did team members speak up when they thought someone was off-topic?
- How effective was the process for each agenda item?
Wrap Up

- What one thing will you take away from today’s session?

- What questions still remain?