

# Effective Meetings

## Workshop Description

Few experiences are as frustrating as a bad meeting. And few experiences waste as many organizational resources: time, man-hours, energy. Not to mention the negative feelings and political machinations that often accompany bad meetings. But here's the good news. Meetings can be run effectively by following a pretty simple process. Meetings can be highly beneficial to the morale of a team. Meetings can help drive good decisions through collaboration, and innovation through collective analyses and brainstorming. And a leader can cement his/her role through effective meetings.

We're committed to making this workshop very applicable, so during the planning process, we'll capture real meeting topics and issues that you are trying to address. Your pre- and post-workshop materials will assist you in applying what you've built and learned in the workshop. During the workshop, you will examine your current meetings, the leader's role in meetings, as well as other support roles in meetings, review a "checklist" for running a good meeting, write an agenda that takes human nature into consideration, and practice interpersonal meeting skills.

### Workshop Goals

- Review participants' analyses of their own meetings.
- Review the steps to planning and running effective meetings.
- Learn how to write a great agenda.
- Practice running one of the following meeting types: giving supportive feedback, giving corrective feedback, brainstorming, making decisions, managing conflict and sharing knowledge.
- Develop a SWOT plan and checklist, specific to the participant's company culture, for re-tooling meetings back in the workplace.



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## Sample Agenda

### PRE-WORKSHOP

Participants review a handout about some basic steps for holding effective meetings and complete a questionnaire about their current meetings.

### WORKSHOP

8:30 a.m. Introduction and program overview.

8:45 a.m. Problem solving activity to get the team more comfortable with each other and lay the groundwork for the simulated meeting later in the program.

9:30 a.m. Discuss the Effective Meetings Questionnaire that was assigned prior to the workshop and develop a list of best practices.

10:15 a.m. Discuss The Three Levels of Awareness in meetings and practice observing team dynamics from multiple perspectives.

11:00 a.m. Write an agenda that will direct an effective meetings.

11:30 a.m. Hold a meeting (simulation).

12:00 a.m. Committing to Action. The team performs a SWOT analysis on their existing meetings and develops a plan for improving them upon return to work.

