

Surviving a Meeting




September 2021

THE SUBCOMMITTEE TO
OVERSEE THE OVERSIGHT
COMMITTEE NEEDS
INVESTIGATION..

I'LL FORM A
COMMITTEE TO
LOOK INTO IT.





You are in
charge of a
meeting!



When you attended a terrible meeting, why was it awful?

Example



If you attended a poor meeting, what made it awful?

Example

If you attended a poor meeting, what made it awful?

Unprepared for attendance



Example

If you attended a poor meeting, what made it awful?

Stacked Audience wanted a vote!



Example

If you attended a poor meeting, what made it awful?

Hostile Audience took over meeting



Exercise

If you attended a poor meeting, what made it awful?

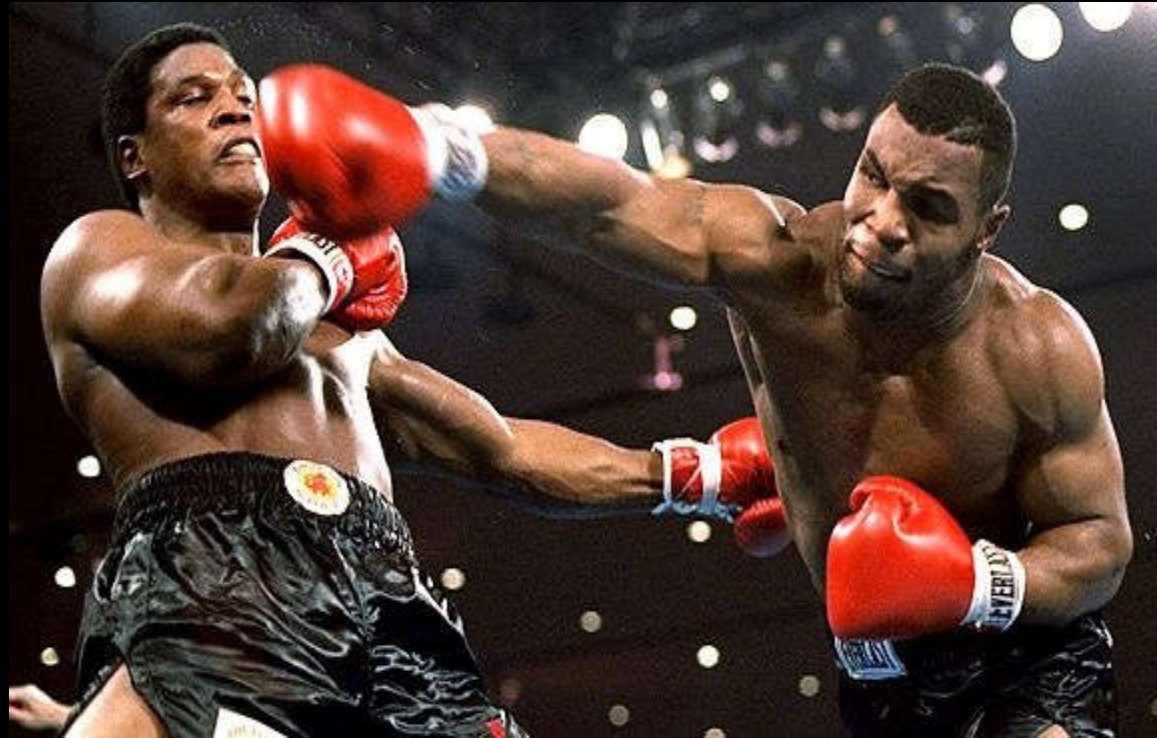
Committee leader had no idea what they were doing!



There are three kinds of people:



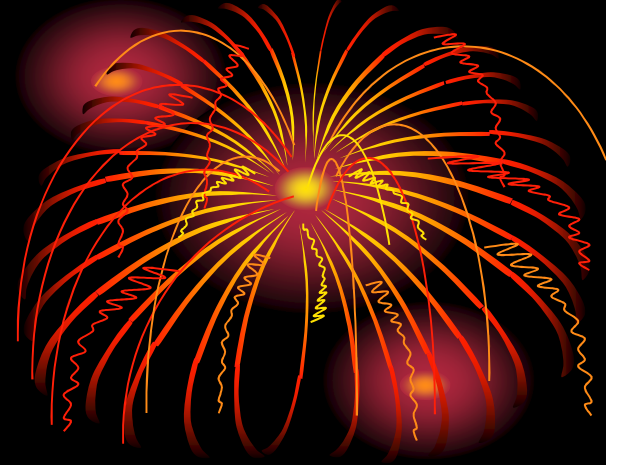
- **those that make things happen**
- **those that watch things happen**
and
- **those who wonder what happened**



**Everyone has a plan until they get punched
in the mouth.”**

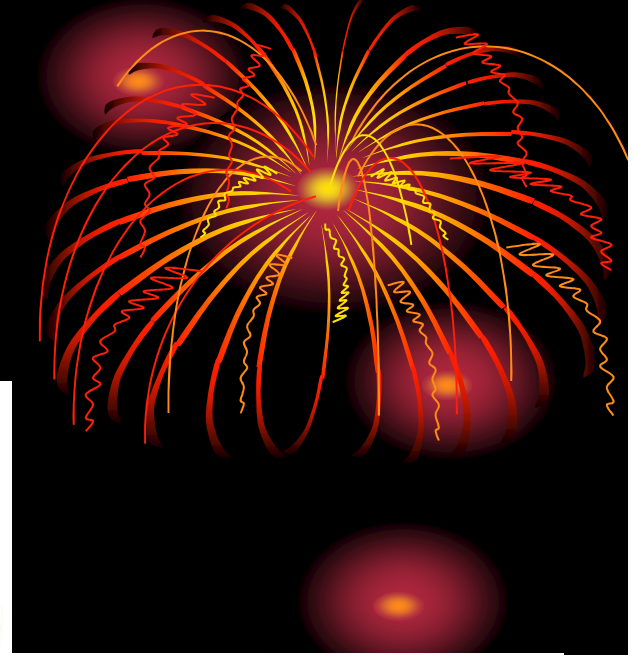
- Mike Tyson

Who is in charge of the meeting?



Who is in charge of the meeting?

- **Boss**
- **President**
- **Facilitator**
- **Leader**
- **Administrator**
- **Convener**
- **Manager**
- **Supervisor**
- **Director**
- **Organizer**

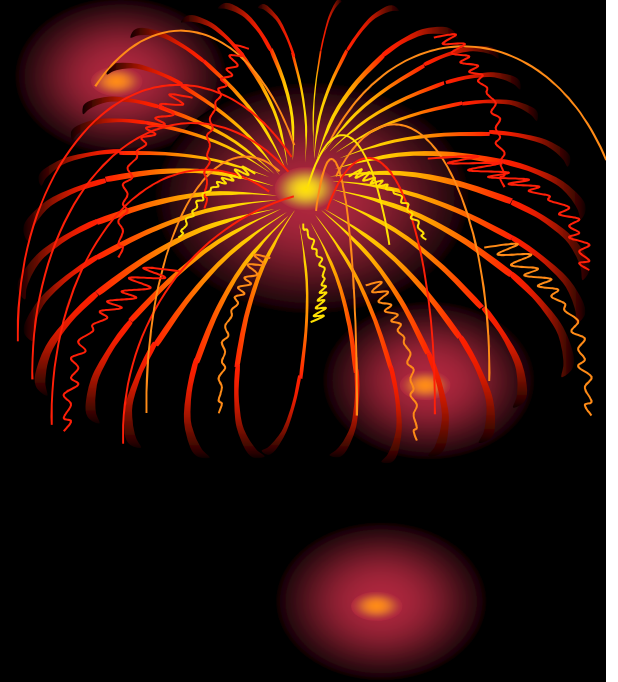


Who is in charge of the meeting?

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- **President**
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What does a
facilitator do?



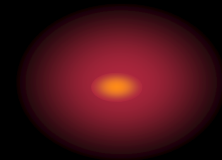
What does a facilitator do?



- **The person who leads a group through a process that allows the participants to focus on the issues that they came to discuss.**

Facilitator Role

**1) Works with group prior to meeting –
determine process (Be prepared)**



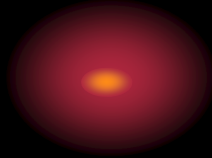
Facilitator Role

2) Creates a collaborative working environment – serves the group



Facilitator Role

3) Sets ground rules



Ground Rules

- **Listen with respect**
- **No personal attacks**
- **One person speaks at a time**
- **All ideas count**
- **Right to pass/wiggle space**
- **Everyone gets a chance to speak**
- **Make decisions by consensus**
- **Turn off cell phones**



Facilitator Role

4) Remains neutral



LAWFUL NEUTRAL

The Prime Directive prohibits me from helping you.

Facilitator Role

5) Sees that everyone participates



Facilitator Role

6) Moves through agenda & keep group focus on issues



Facilitator Role

7) Watch group to protect ideas and people from attack, controls emotions



Facilitator Role

8) Helps group reach goals in time allowed



"OK, all those in favour of delegating decision-making, shrug your shoulders"

Facilitator Role

9) Sets:

- Future meeting date
- Record meeting information
- List actions with names
- Steps for next meeting



Goals

1. _____
2. _____
3. _____

Respected Facilitator Traits

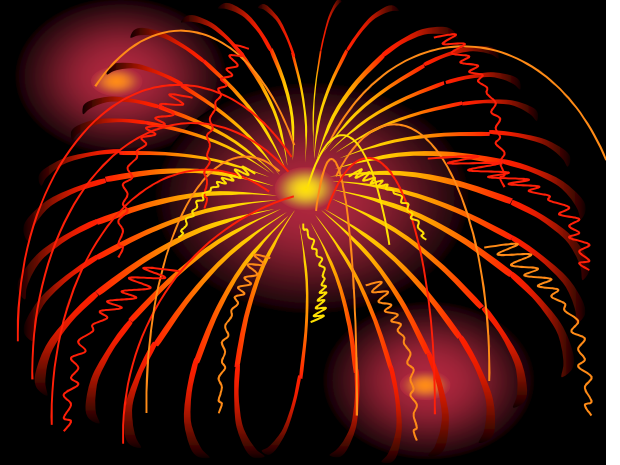
- **Preparation**
- **Follow-Through**
- **Communication**
- **Sees Big Picture**
- **Multitasks Well**
- **Respect Other's Agendas**
- **Desire to Achieve Results**





Running the meeting

Exercise



**What makes a
good meeting?**

3 Parts to a Meeting



- **Before – Plan, Anticipate, Prepare**
- **During – Effective Meeting, Tackle**

Work

- **After – Follow Through, Reports,**

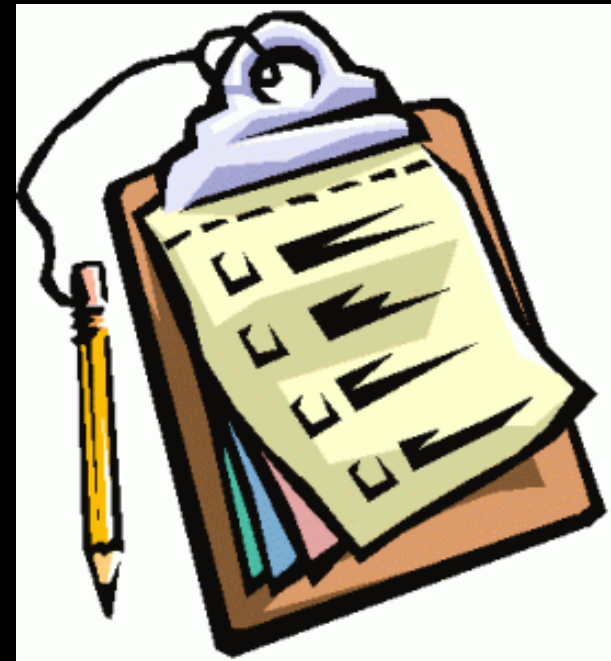
Closure

Meeting Tips



Agenda

- **Everyone get one**
- **Times listed**
- **Introductions**
- **Who speaks**
- **Topics discussed**



Why do you need an agenda?



- Meet Goals**
- Keep on Task**
- People part of Process**
- Group knows where it is going**

Meeting Format

- Start to Finish



- 1. Introductions - Welcomes**
- 2. Minutes & Financial**
- 3. Committee reports**
- 4. Old Business**
- 5. New Business**
- 6. Assignments – Deadlines – Action Steps**
- 7. Next Meeting Date**

Meeting Tips

Meeting Notices

- - **Date**
- - **Place**
- - **Time**
- - **Length***



Meeting Tips

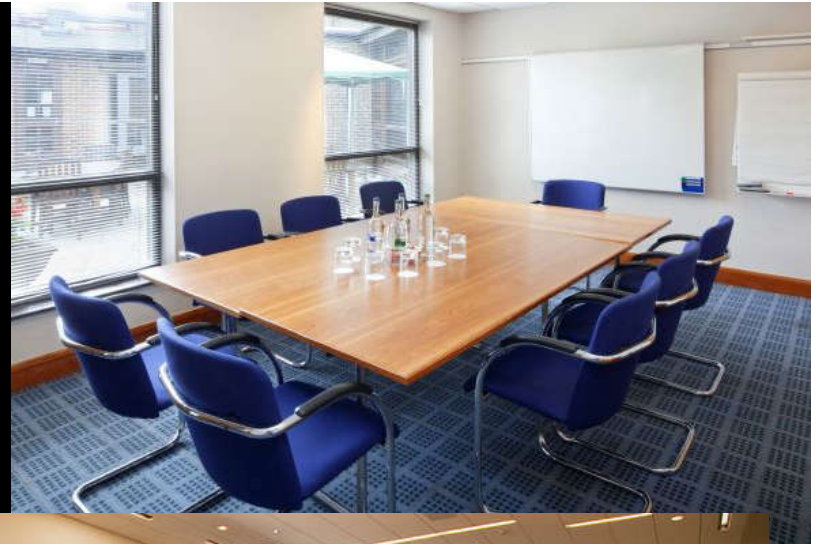
- **Facilities**

- - **Seats**
- - **Internet**
- - **Lights**
- - **Size**



Meeting Tips

Room Arrangement



Meeting Tips



**Prepare for
technical
difficulties**



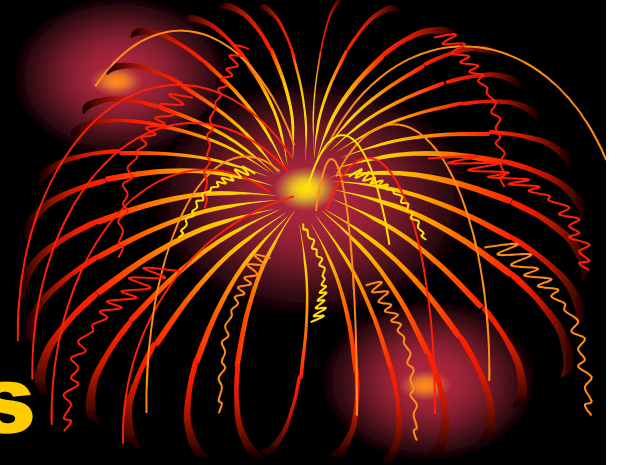
Meeting Tips

- **Ice-Breakers or Welcome**



Meeting Tips

Refreshments or Meals



Meeting Tips

Sign-in, name tags, supplies



Meetings Tips

**Focus on
common
goals to
benefit
organization**



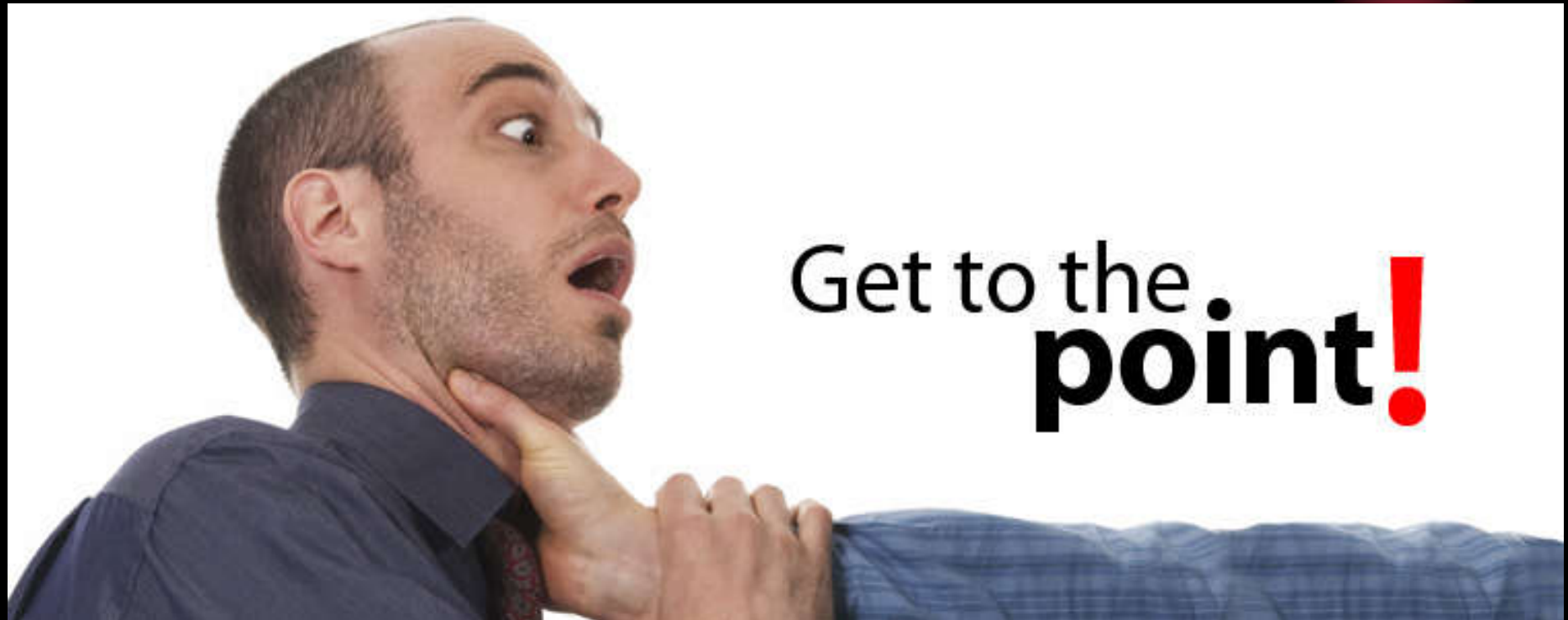
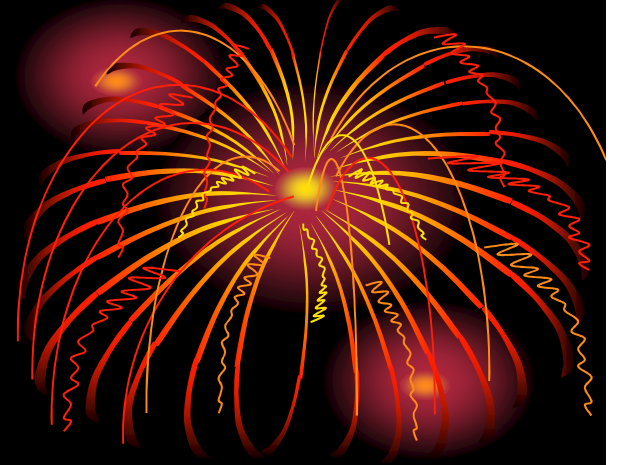
Meetings Tips

Respect time. Respect ideas.



Meetings Tips

Length of Discussion?



Meetings Tips

Leave personal feelings and agendas at door.



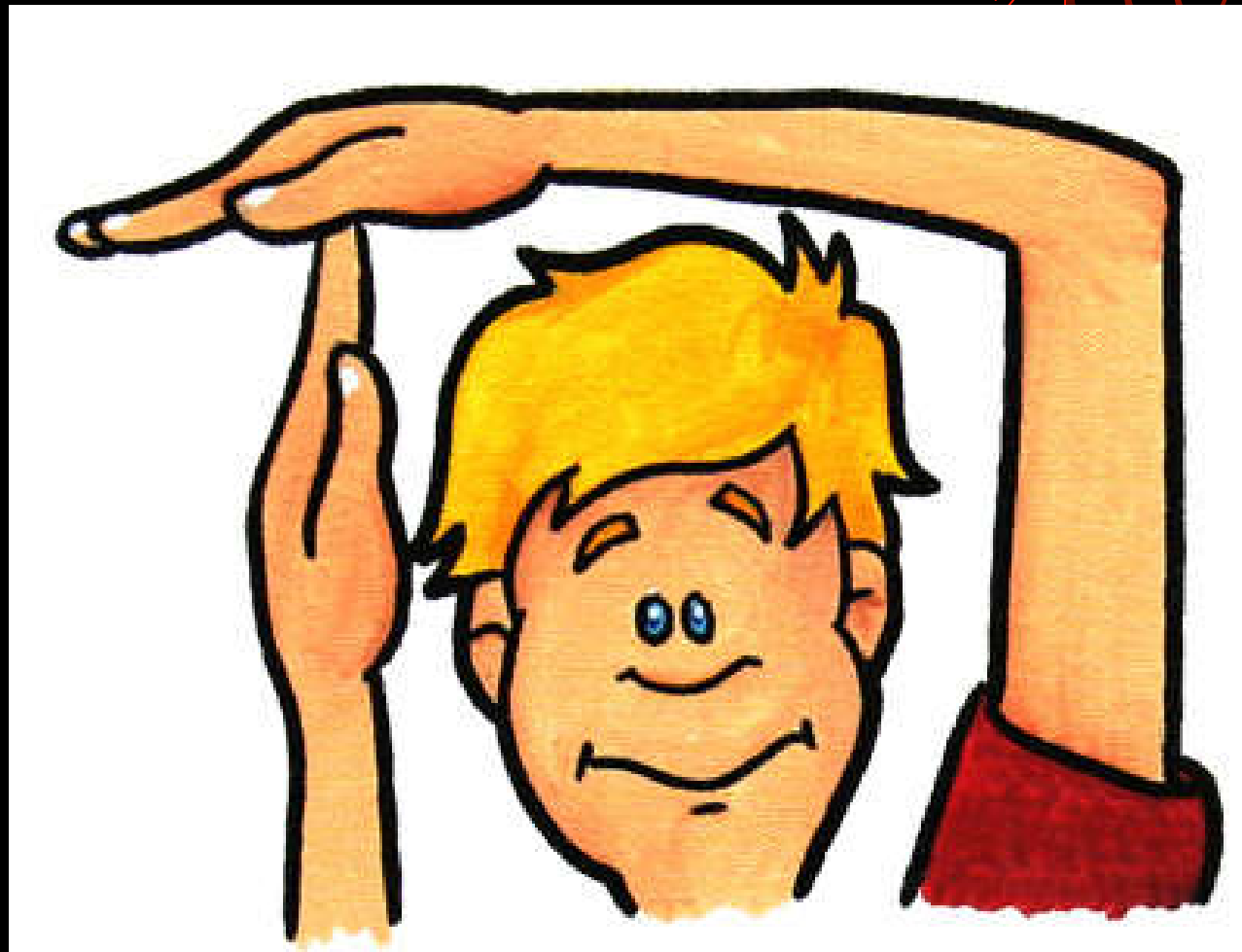
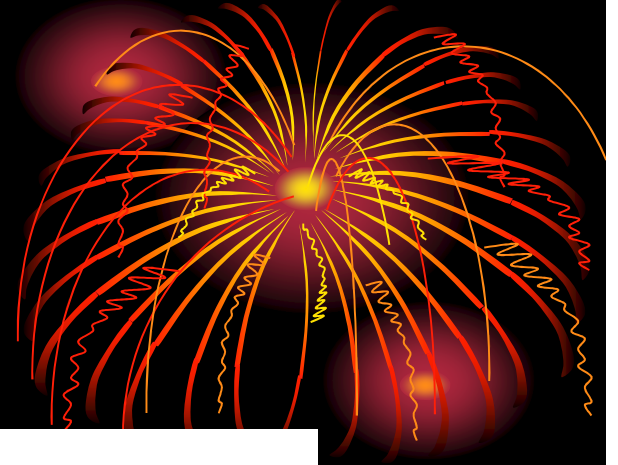
Meetings Tips

(RR00) stay on the agenda.



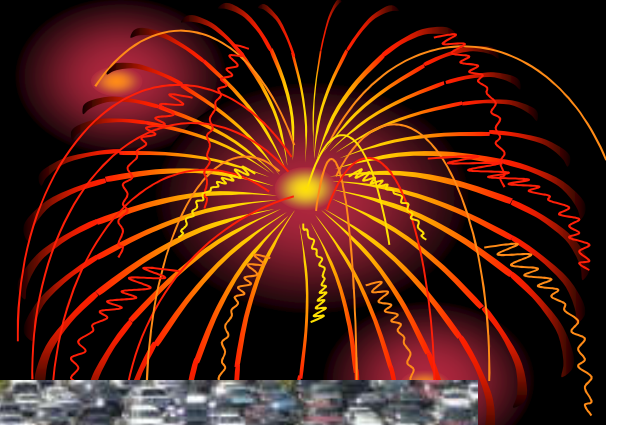
Meetings Tips

Breaks



Meetings Tips

Parking Lot



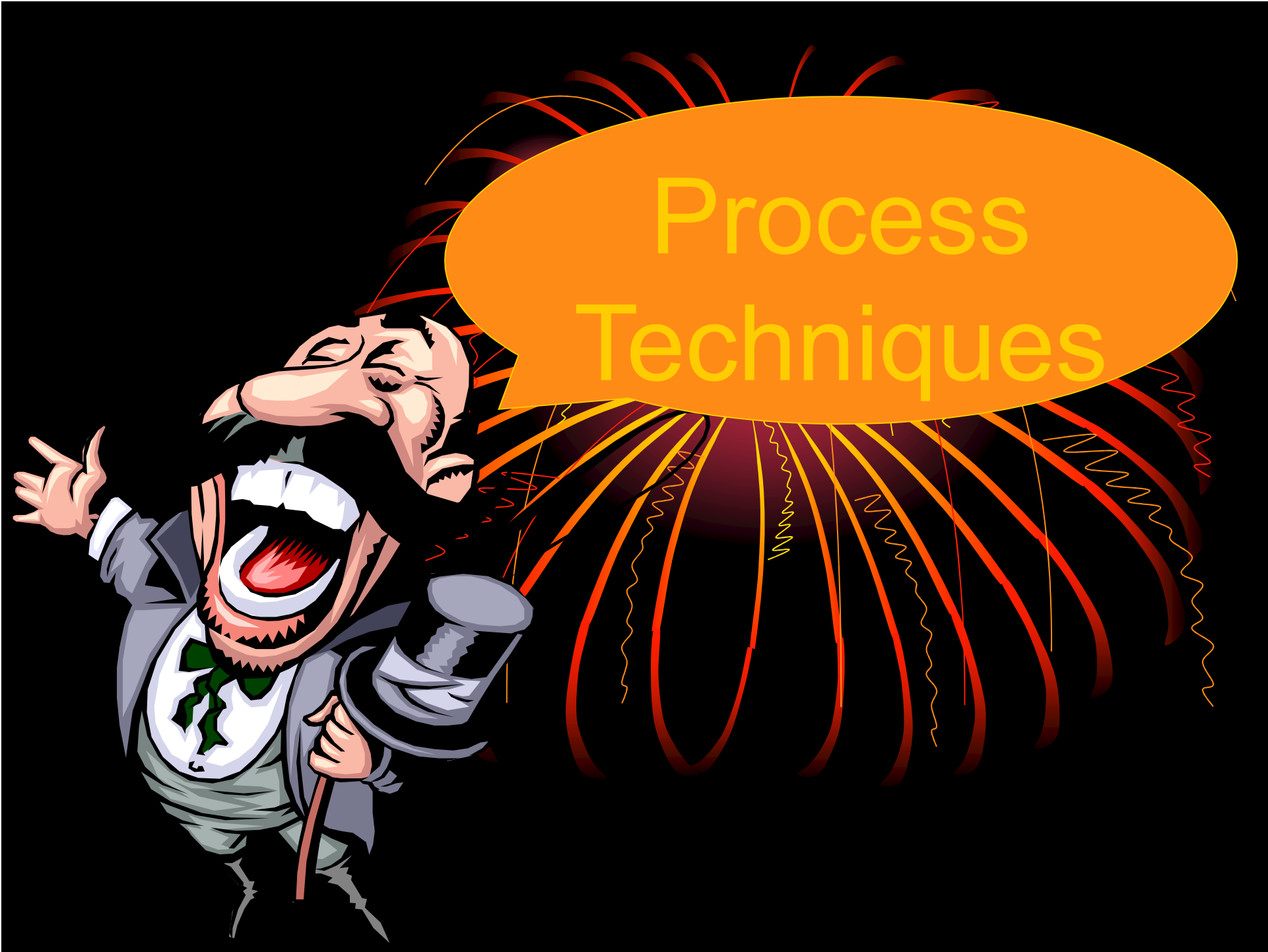
Meetings Tips

**Take
minutes**



Summarize Outcomes





Process Techniques

Process Techniques



- **Voting**
 - **Majority Vote**
 - **Decision by Consensus**
 - **Compromise**
 - **Multi-voting**

Process Techniques



- **Brainstorming**
 - **Write out on card (less than 4 words with 1 answer per card)**
 - **Place on large screen.**
 - **Go through process to group them.**

Process Techniques



- **Brainstorming**
 - **Generates lots of ideas**
 - **Getting a group started – First time**
 - **Large group – includes everyone**
 - **No controversy (first step)**
 - **Don't know group**

Process Techniques



- **Card Storm**

- **Individuals write on cards.**
- **Group discuss. (Top 3)**
- **Go around room group by group.**

Process Techniques



- **Card Storm**
 - **Creativity**
 - **Build consensus - link ideas**
 - **Deals with Bully, Silent**
 - **Builds trust & communication**
 - **Fast decision**

Process Techniques



- **Nominal Group**

- **Write ideas on cards (individual).**
- **Go around room – ideas on paper.**
- **Vote by dots.**

Process Techniques



- **Nominal Group**
 - **Gets a group started**
 - **Large group – includes everyone**
 - **Prioritize – gives a group decision**
 - **Limited budget**
 - **Lots of ideas**
 - **Fast solution needed**

Process Techniques



- **SWOT**
 - **Strengths**
 - **Weaknesses**
 - **Opportunities**
 - **Threats**

Process Techniques



- **SWOT**
 - **Define & prioritize issues**
 - **Base on org. Strengths**
 - **Group not controversial**
 - **Gather information**

Process Techniques



- **Status Quo**

- **If we did nothing,
what would happen
(consequences)?**

Process Techniques



- **Status Quo**
 - **Group can't get started**
 - **Wide area of opinions**
 - **Established group**

Process Techniques



- **Problem Definition**

- 1) Group determines situation.**

- 2) What want to happen?**

- 3) What is the problem (barriers)?**

Process Techniques



- **Problem Definition**
 - **Define problem first**
 - **Difficult start**
 - **Slows jump to solution**
 - **Bully - solution**
 - **New group**

Process Techniques



- **Action Planning**

- **Place in groups – different topics**
- **Move people through groups**
- **Report**

Process Techniques



- **Action Planning**
 - **Get group to think where it is going**
 - **Provide report info.**
 - **Wide area of agreement**
 - **Little trust**
 - **New group**

Let's have a meeting!

