RUNNING EFFECTIVE MEETINGS: DON’T FORGET THE DONUTS!

Meetings are a setting used for communicating within your agency or organization. Meetings are where information is gathered or provided. As organizations continue to have to work harder with less resources, it is critical that information be desiminated and gathered in the most efficient way possible to make decisions, solve problems, and work more cooperatively with others in the organization. Using the information in this workshop will assist you to improve meetings you run or attend, find new ideas for livening up and fine tuning meetings, and make positive changes by your personal contribution to the meetings arena. You will become a Meeting Master!

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My Notes....
Running Effective Meetings: Don’t Forget the Donuts!
Meetings Can be an Effective Communication Tool

- With a little effort on your part, the meetings you run or participate in can become an effective tool for communication within your organization.
- Liven them up
- Fine tune them
- Make positive changes
Become a Meeting Master: 5 Basic Principles

- Determine if a meeting is necessary
- Always plan meetings with a purpose
- Establish ground rules to maintain focus, respect and order
- Be flexible...if it is not working change strategy
- Take personal responsibility for the meeting outcome
Determine if a meeting is necessary based on the meeting objective:

- Who needs to attend?
- Is a face-to-face meeting necessary?
- Is it the best use of participants time?
- How much is it going to cost?
Determine the Cost

- Salary hours
- Travel
- Equipment
- Food
- Handouts
- Space
Alternatives to Face-to-Face Meetings

- Conference Calls
- Video Conferences
- Memos
- E-mails
- Surveys
Principle 2: Plan Meetings With Purpose

Always keep the “4 Ws and a P” in focus:

- **When:** Determine when you will meet
- **Where:** Determine where you will meet
- **What:** Develop an agenda and send it out
- **Who:** Identify the appropriate participants
- **Plan:** Identify the special touches needed to help make the meeting successful
The Best of Times the Worst of Times!

The Best and Worst Day:

- Monday morning and Friday Afternoons are the Worst days. They have the highest absenteeism of any day.
- Tuesday – Thursday are the best days.

The Best and Worst Time:

- Mornings first thing is usually best
- Late afternoons is usually the worst
Determining the Best Location

- It should have minimal distractions
- It should be physically comfortable
- It should have necessary equipment or you will need to make sure it is available
- It should be covenant for participants
- It should accommodate needed seating arrangements
Develop an Agenda

- A meeting without an agenda is a useless waste of time.
- Always develop the agenda ahead of time.
- Always send the agenda to the meeting participants at a minimum of two work days prior to the meeting.
Who Should Attend?

Having the right participants attending the meeting is critical to the success of your meeting. The identity of the participants is dictated by the outcome you wish to achieve from the meeting.

- Is it a planning meeting?
- Are decisions to be made?
- Is it a forum for information gathering or dissemination?
Who is Doing What?

Regardless of the identity of the participants there are several roles that need to be filled during the meeting:

- Who will lead the meeting?
- Do you need a facilitator and if so who will that be?
- Who will take the notes?
- Will any presentations be needed and if so who will be doing this?
Identify the Special Touches…Remember the Donuts!

- Supplies such as pencils, pens and notepads for participants
- Preprinted nametags or table tents are a nice touch if everyone does not know everyone
- Food and beverage especially if the meeting will last a number of hours
- For meetings lasting for several hours, it is a good idea to take short breaks every hour and a half.
Establish Ground Rules

- Arrive and start on time.
- Be prepared.
- Share responsibility for following and enforcing the ground rules.
- Stick to the agenda.
- Listen respectfully and thoughtfully.
- No interruptions, side conversations, phone calls, or other interruptions.
- No killer phrases.
- Use appropriate humor.
Start Off On The Right Foot

1. As the organizer/leader be early and meet and greet each participant
2. Begin the meeting on a positive note
3. Clearly state the purpose of the meeting and make sure all understand
4. Review the agenda
5. Make introductions if necessary
6. Take care of housekeeping
Ground Rules for the Leader

- Show respect for all participants
- Speak clearly and concisely
- Keep the meeting on track by following the agenda
- Be mindful of the time; start and stop when you are suppose to
- Promote creativity and make the meeting fun
As a Leader Be Prepared to Deal With Bad Behavior

- Participants who hijack the conversation
- Participants not paying attention
- Participants that are not prepared
- Participants who challenge the leader and others
- Participants with dominant personalities
Ground Rules for Participants

- Be on time
- Be prepared
- Listen respectfully to what other participants have to say
- No side conversations, phone calls, texting or other disruptive rude behavior. You were invited for a purpose and if you are not paying attention you may as well not be there. Do not expect someone to fill you in on what you missed
Principle 4: Be Flexible

- The is no such thing as an ordinary meeting
- The best laid plans do not always go the way you would like
- Needed participants don’t always show up
- Participants don’t come prepared
- Be decisive and change direction when necessary
Principle 5: Take Responsibility

- It does not matter if you are the leader or a participant
- Get the agenda as soon as possible
- Decide your position and do your homework
- Come to the meeting prepared for the discussion
- Get with the leader early if there are other agenda items
Questions and Answers

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