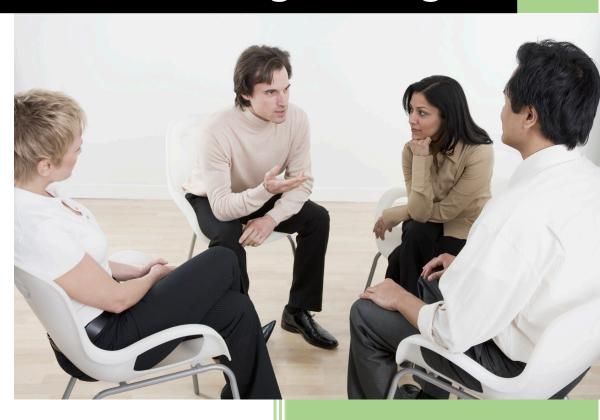
Effective Meeting Strategies



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How to Run an Effective Meeting

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Objectives

- Statistics and the Reasons Meetings Stink
- Types of Meetings and Key Benefits
- 5 Parts of a Meeting and Key Players
- 8 Goals of an Effective Meeting
- Key Facilitation Elements
- Meeting Killers and Coping Mechanisms
- Meeting Rules and Innovative Tools



8 Reasons Meetings Stink

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So Why Have a Meeting?

Productivity gained from the meeting

Lost opportunity to accomplish other things instead of attending the meeting

= _____

Types	s of Meetings		1000000		
	(Solve a problem)				
	(New ideas/programs)				
	(Current projects)			1/2	
	(Future vision/direction/goals)				
5 Key	Benefits of Meetings			1	
		-			
•					
•		-			
•					
Main	Reason to Meet				
\checkmark	The "	factor":			
5 Par	ts of a Meeting				

8 Goals of an Effective Meeting

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

The Players

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•

•



Key Facilitation Elements	
 2. 3. 4. 5. 6. 	
	2-5-6-5-4
Other Key Facilitation Consideration	
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•	

Checklist for Developing Agendas

- List overall outcome and necessary activities.

 Next to each activity list:

 The type of _______ needed

 The type of ______ expected

 for addressing each topic

 The responsible ______
- Follow it during the meeting

A Valuable Equation

No leader

- + no documentation
- + no follow up

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_				
	 	 	 	 _

8 Barriers to Meeting Communication

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Meetir	ng Killers	
• _	Murra	y and a second
• _	Olive	
• 1	Nancy	
• 9	Sy the	
• 6	Ramsey the	
• [Debbie	_
• J	losey	
• [Bobby	-
In the	meeting	
•	"conv	ersation dominators".
,	"Before we go too much	further, I'd like to hear what Mary has to add."
•	introv	erts to contribute.
,	"Bob, do you have anyth	ning to add?"
• 1	Кеер	on track.
	"This conversation is used determining the"	eful but a bit off topic. Let's come back to it another time. We're
• (Give "	" a task to perform
		ou to leave our meeting early so that you can get started on that
Coping	g Mechanisms	
•	"Soggy	<i>"</i>
• (Google's "	" culture

Suggested Meeting Rules

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(no ch	airs, white board only)
(last o	ne in takes notes)
(walki	ng meeting)
•	nutes/participant presentation, nute/participant follow-up)
(at be	ginning)
Innovat —	cive Ideas
• •	
•	
	leeting Audit of you'll get more work done)
	leeting Audit of your meetings and you'll get more work done)necessary?



Is each ______necessary?

_____ done?

Review/establish _____

____clear?