

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 of Meetings

- _____
(Solve a problem)
- _____
(New ideas/programs)
- _____
(Current projects)
- _____
(Future vision/direction/goals)



5 Key Benefits of Meetings

- _____
- _____
- _____
- _____
- _____

Main Reason to Meet...

✓ The “_____ factor”:

5 Parts of a Meeting

8 Goals of an Effective Meeting

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

The Players

- _____
- _____
- _____
- _____
- _____



Key Facilitation Elements

1.
2.
3.
4.
5.
6.



Other Key Facilitation Considerations

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Reasons is the Agenda so Important

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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

= _____



8 Barriers to Meeting Communication

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Meeting Killers

- _____ Murray
- _____ Olive
- Nancy _____
- Sy the _____
- Ramsey the _____
- Debbie _____
- Josey _____
- Bobby _____



In the meeting...

- _____ **“conversation dominators”**.
“Before we go too much further, I’d like to hear what Mary has to add.”
- _____ **introverts to contribute**.
“Bob, do you have anything to add?”
- **Keep _____ on track.**
“This conversation is useful but a bit off topic. Let’s come back to it another time. We’re determining the ...”
- **Give “_____” a task to perform**
“Ed, I’m going to allow you to leave our meeting early so that you can get started on that research that you just volunteered to do ...”

Coping Mechanisms

- “Soggy _____”
- Google’s “_____” culture

Suggested Meeting Rules

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Avant Garde Meeting Ideas

- _____
(no chairs, white board only)
- _____
(last one in takes notes)
- _____
(walking meeting)
- _____
(2 minutes/participant presentation,
1 minute/participant follow-up)
- _____
(at beginning)

More Innovative Ideas...

- _____
- _____
- _____
- _____
- _____

Perform a Meeting Audit

(cancel 50% of your meetings and you'll get more work done...)

- Is each _____ necessary?
- Is each _____ necessary?
- Is each _____ necessary?
- Is _____ clear?
- Is _____ done?
- Review/establish _____

