

Meeting Management



Are you lonely ???

Don't like working on your own ?
Hate making decisions ?

Then call a MEETING !!

You can
SEE people
DRAW flowcharts
FEEL important
FORM subcommittees
IMPRESS your colleagues
MAKE meaningless recommendations
ALL on COMPANY TIME !!!!



MEETINGS

THE PRACTICAL ALTERNATIVE TO WORK.

Top 10 Complaints About Meetings

1. Getting off subject
2. Inconclusive
3. No goals, purpose or agenda
4. Meetings are too long
5. Ineffective leadership
6. Starts late/tardiness
7. Poor preparation
8. Information overload
9. Individuals monopolize discussion
10. Interruptions within and without



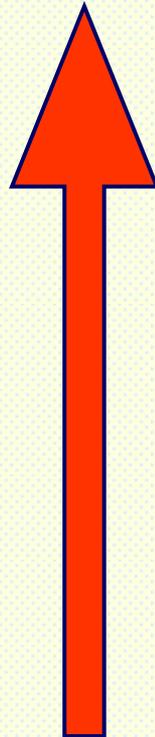
Elements for Effective Meetings

- Purpose
- Agenda
- Chairperson/meeting leader
- Value-added participants
- Minutes
- Action items



Purpose

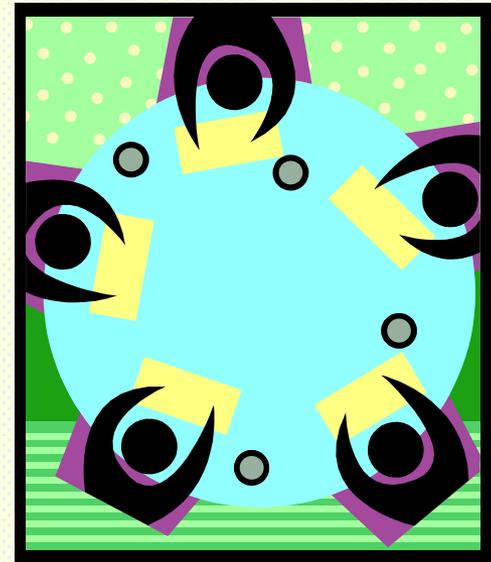
"Why are we here?"



- Determine the purpose before the meeting!
- Complete the sentence: at the end of this meeting, attendees should...

Chairperson

The way you lead
creates an
atmosphere that
determines
whether people are
encouraged to
contribute....or not.



Chairperson Checklist

- Start on time
- Welcome the group
- State the purpose of meeting
- Provide an overview of the agenda
- Encourage participation of all members
- Finish all agenda items
- Summarize decisions
- Assign any action items
- Thank group
- End on time



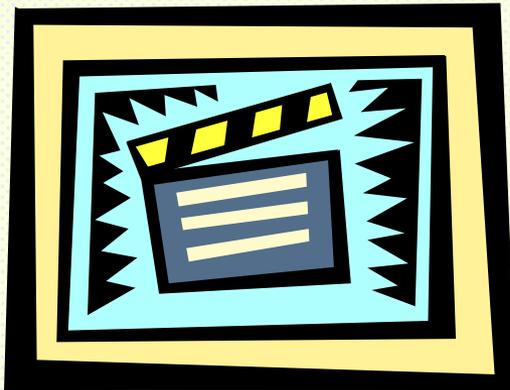
Action Items

3 W's

Who
What
When



- ▶ A "must have"
- ▶ Should assign specific tasks and deadlines
- ▶ Make sure to follow up at next meeting
- ▶ These help to move action forward



PROFESSIONAL



PRESENTATIONS

6 Steps for Winning Presentations

1. Know your purpose
2. Know your audience
3. Know your subject
4. Know your room
5. Develop your presentation
6. Practice, practice, practice!



Know Your Audience



- ▶ Who are they?
- ▶ What is their level of experience with my topic?
- ▶ What are their attitudes toward me / the material likely to be?
- ▶ Does the size of the audience impact my presentation?

Presentation Tips

1. Do your homework
2. Stay within your time limits
3. Make your main points obvious
4. Provide specific analysis and recommendations
5. Keep it simple



Professional Speaking Skills

- ▶ Establish eye contact
(2-3 seconds)
- ▶ Be aware of nervous gestures
- ▶ Make sure you can be heard
- ▶ Avoid overusing “pet phrases”
(um, like, okay)
- ▶ Dress appropriately



Presenting to Commissions

- Effective Use of Time
 - Effective Communication
 - Cultivate Knowledge & Understanding of Processes and Policy
- Persuasive Communication to Commissions
 - Strategies