Leading Effective Meetings

The Transition Network Chapter Chair Call

January 16, 2014

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Santa Fe Chapter
**IS THIS MEETING NECESSARY?**

- What is the purpose of the meeting?
- Is this the right time?
- Do I have alternatives to a meeting?
- What result do I want from the meeting?
- What will happen if I don’t call the meeting?
- How much will the meeting cost?

**CRITERIA FOR A PRODUCTIVE MEETING**

- Were the objectives accomplished?
- Were they accomplished in minimum time?
- Are the participants satisfied?

**EVERY GOOD MEETING HAS...**

- A purpose
- An agenda
- People who need to be there
- Visual aids
- Prepared participants
- Summary by chair of accomplishments
- Post meeting follow-up

**GUIDELINES FOR EFFECTIVE AGENDA**

1. Concentrates on a few major points or issues.
2. Well organized but allows for full participation.
3. Spells out what needs to be discussed or decided.
4. Distributed in advance – at least two days, longer for more complicated items.
5. Indicates who will attend, time and place.
6. Specific about time – starting and ending time and time for each item.
7. Has the most important items at the beginning of the meeting.

**VERBS TO SPUR YOUR AGENDAS**

Note: If you ever have to be in charge of a meeting, using this sheet to help you determine your agenda is a real big help.

<table>
<thead>
<tr>
<th>add</th>
<th>debate</th>
<th>judge</th>
<th>report</th>
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<tr>
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<td>decide</td>
<td>jump-start</td>
<td>resolve</td>
</tr>
<tr>
<td>assign</td>
<td>delegate</td>
<td>list</td>
<td>rewrite</td>
</tr>
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<td>delete</td>
<td>listen to</td>
<td>revise</td>
</tr>
<tr>
<td>brainstorm</td>
<td>deliver</td>
<td>make</td>
<td>round-robin</td>
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<td>determine</td>
<td>map</td>
<td>schedule</td>
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<td>negotiate</td>
<td>select</td>
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<td>draft</td>
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<td>set up</td>
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<td>solve</td>
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<td>rank</td>
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<td>give</td>
<td>rate</td>
<td>tell</td>
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<td>hear</td>
<td>read</td>
<td>trace</td>
</tr>
<tr>
<td>continue</td>
<td>illustrate</td>
<td>recommend</td>
<td>write</td>
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</table>

*Albert, Burt, Fat Free Meetings, Princeton, New Jersey, Peterson’s*
**Rate Your Meetings**

Give a meeting a rating of 0-5 points for each item depending on how well the meeting fulfills it. (0 = poor, 5 = excellent)

1. Starts on time?  
2. Has a written agenda?  
3. Everyone present and prepared?  
4. Follows written agenda in order, without digression or backtracking?  
5. Leader encourages participation?  
6. Plenty of discussion of important points, without repetition?  
7. General agreement or consensus by end of meeting?  
8. Everyone clear regarding outcome of meeting, and when they are to do it?  
9. Agenda completed?  
10. Ends on time?

**Rate Yourself and Other Meeting Leaders**

Meeting run by certain people consistently score higher than those run by others. This is a sign of the meeting leader’s skills. Make your meetings more effective by using the highest scoring meeting leader available to run the important meetings that you call or control.

*From Getting Down to Specifics*
# MEETING PLANNER

**MEETING GOAL:**

______________________________

**TO:**

______________________________

**FROM:** ____________________________  **TODAY’S DATE:** ____________________________

**DATE OF MEETING:** ____________________________  **TIME:** ____________________________  **WHERE:** ____________________________

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Topics</th>
<th>Who</th>
<th>Decisions Made/ Actions Taken</th>
<th>Individual(s) Responsible</th>
<th>Reporting or Target Date</th>
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