



**Question:** "What's the number one time waster in your organization?"

**Answer:** "Meetings!"

**Question:** "What can be done about it?"

**Answer:** "You can change forever the way meetings are conducted in your organization. And you can save each of your key people the approximately sixty minutes per day they currently waste in meetings."

Here are some of the things your key people – your first-line supervisors, your middle managers, and your technical people – say about meetings:

- ❖ "We don't accomplish anything – nothing ever gets decided or done."
- ❖ "We get off on tangents and spend a lot of time out in 'left field.'"
- ❖ "We don't start on time, and our meetings drag on and on and on."
- ❖ "We don't seem to have the right people at the meetings."
- ❖ "We seldom have an agenda, and when we do, we don't stick to it."

In this workshop, we examine, understand, and "trade up" our beliefs about meetings. Then we develop the tools and techniques that support effective meetings. These include:

- ❖ Meeting Facilitation
- ❖ The Agenda
- ❖ Meeting Process
- ❖ Action Planning
- ❖ Meeting Notes
- ❖ Meeting Guidelines

This highly participative skill-building workshop will help you forever change the way meetings are conducted in your organization. When you do this, you will save over six weeks time wasted in non-productive meetings per key person per year.



# Effective Meetings: Summary

ChangeWorks  
Inc.



## I. BEFORE THE MEETING – PREPARATION

- ❖ **Prepare Yourself** – review topics, action items, assignments
- ❖ **Prepare the Room** – room arrangement, flip charts / pens / tape, comfort
- ❖ **Prepare the Group** – *agenda*: out at least 48 hours before the meeting
- ❖ **People Check**: are the right people invited? Reminded?

## II. GETTING THE MEETING STARTED

- ❖ **Start on Time**
- ❖ **People Check**: are the right people here?
- ❖ **Agenda Check**: post the agenda: start with additions - deletions - modifications - suggested times

## III. DURING THE MEETING

- ❖ Employ an effective *process facilitator*
- ❖ Keep the group focused – keep on track – avoid tangents
- ❖ Seek consensus – stay neutral – protect Ideas and people
- ❖ Make the work of the group visible – use the flip charts
- ❖ Encourage participation – everyone gets her/his share of “air time”
- ❖ Manage group dynamics – deal effectively with problem behaviors

## IV. CONCLUDING THE MEETING

- ❖ Save ten minutes of every meeting hour for *action planning*
- ❖ Action planning: review progress and results and make assignments
- ❖ *What* are we going to do?
- ❖ *Who* will do it / help us with it? (volunteers, by name)
- ❖ *By when* will it be done? (day, date, time)

## V. EVALUATING THE EFFECTIVENESS OF THE MEETING

- ❖ Use the MEETING EVALUATION FORM
- ❖ Use plus / minus / delta
- ❖ **Stop on Time**

## VI. AFTER THE MEETING

- ❖ Meeting notes out to all participants within 24 hours (flip charts transcribed)
- ❖ Save pertinent flip chart pages for the next meeting
- ❖ “Debrief” the meeting’s effectiveness with one or more participants
- ❖ Plan for the next meeting



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