

Effective Meetings

Office of Workforce Development

Excellence through development.

Characteristics of an Effective Meeting

- Starts and ends on time
- Relevant, prepared, knowledgeable participants
- Ground rules are established and honored
- Goals/objectives are clear
- Group remains focused and on task
- Action Items (AI) with ownership are identified
- All members have a stake in success and participate fully



Pre-meeting Work - Leader

- Ask yourself:
 - Is a meeting necessary?
 - Who needs to be invited?
 - What is the meeting's purpose and what does "success" look like?
- Create an agenda and send to all participants in advance
- Address meeting logistics (location, AV needs, reasonable accommodations)



Pre-meeting Work - Participant

- Come prepared
 - Review minutes from last meeting
 - Read any meeting materials
 - Complete assigned action items
 - Be ready to report out and/or offer recommendations
 - Know purpose/goal of meeting
 - Know who other attendees are



During the Meeting – Leader



- Identify key roles: minute taker, time keeper, others?
- Establish ground rules (and enforce them)
- Consider Icebreaker (if group is new, members don't know one another, need to inspire group in new way)
- Manage expectations
 - Explain meeting's purpose and what success will look like (short- and long-term)
 - Discuss decision-making/authority of group

During the Meeting – Leader

- Manage meeting dynamics
 - Disruptive participants: both passive and dominant
 - Disagreement – seek to identify common ground
 - Remaining on task – parking lot issues
- Assess the mood and energy level
 - Take breaks as needed (no longer than 90 minutes between breaks)
- Summarize key points/decisions, action items with ownership, next steps
- Consider closing exercise (if applicable)

During the Meeting – Participants

- Honor ground rules
- Listen to others respectfully and maintain an open mind
 - Refrain from engaging in side-bar conversations
- Set aside personal agendas or disagreements



During the Meeting – Participants

- Focus on the problem or task, not individual personalities
 - Separate the person from the issue
 - QTIP
- Participate fully
 - Remember: *both the leader and the participants are responsible for the meeting's success or failure*



Post Meeting - Leader

- Ensure minutes are typed and distributed ASAP
- Follow up with participants with assigned action items – ensure expectations are clear, questions answered
- Identify additional meeting dates/times
 - Ask: who else should participate in future meetings?
- Solicit feedback from participants (at end of meeting and end of project)

Post Meeting – Participants

- Clarify any questions re: assigned action items
- Complete tasks/assignments prior to next meeting
 - Communicate any issues/problems re: completion of action items ASAP



Leader vs. Facilitator

- Leader
 - Vested interest in outcome
 - SME
 - Decision-making authority
 - Focus on outcomes
- Facilitator
 - Neutral 3rd party
 - Not SME
 - No decision-making authority
 - Focus is on the group process

Facilitative Leader

- Explain your role and identify when switching from one to the other
 - Ask another member to facilitate if assuming leader role
- Ask open-ended, neutral questions
- Solicit input from group *prior* to offering your opinion



Questions?



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