**Productive Meetings**

**Module Description**

This Professional Skills module will teach you how to effectively plan, communicate purpose, and facilitate a meeting with a supervisor, peer, or client to achieve an expected outcome.

**Participant Presentation**

Click the link to launch the [Productive Meetings Presentation](https://accenture.desire2learn.com/content/enforced/9406-Pending/W3_Participant_Materials/Pro_Skills-Productive_Meetings/ADF_2_0_Java_ProdMtgs_PD.pptx?_&d2lSessionVal=YnoL4daZGC8ne2RyGf0cWMrk8).

**Participant Instructions**

Use the instructions below for the activities on the following slides. The headings below represent the slide title.

**Activity: How Do You Plan a Successful Meeting?**

1. Spend a couple of minutes brainstorming the eight steps to planning a successful meeting and documenting their ideas in their laptops or a piece of paper. You have three minutes (maximum) to complete the exercise.
2. After you have documented your ideas, pair up with someone next to you and compare your lists.
3. If there are items your partner has that you missed, add the ideas to your list.
4. Once you have completed the activity, go to the next slide to review the answers in the Participant Notes. Compare your ideas with the answers on the slide.
5. Discuss some of the differences between your ideas and the slide notes.

**Activity: Planning a Meeting**

In this activity, you are the faculty. Each participant in the team selects one or two steps to teach and provides instruction to their own team called a teach-back.

1. In a team of four, each participant takes two steps to teach.
   * If the team has more than four, some participants have one step, while others have two, for a total of eight steps.
   * It is easiest for each participant to select consecutive steps.
2. Take a couple of minutes to review the content on the slides you have selected to teach.
3. When everyone is ready, begin the teach-backs with Step 1: Identify the Type of Meeting.
4. During the teach-backs, ask your team members questions related to the content or engage in follow-up discussions.
   * For Step 1, ask “What other meeting types are you familiar with? Discuss your experiences.”
   * For Step 2, ask “Can anyone provide an example of a meeting objective you recently fulfilled? If so, what was it?”
   * For Step 3, ask “What are some best practices you have followed to identify the meeting participants? Are there any you follow that are not on the slide?”
   * For Step 4, ask “What experience do you have with virtual or combination meetings? What tools have you used?”
   * For Step 5, ask “What tactics have you used to verify you have allowed enough time to meet the objectives for the meeting?”
   * For Step 6, ask “What roles have you played in meetings?”
   * For Step 7: no questions.
   * For Step 8: no questions.
5. When you have completed the teach-backs, let the faculty know you have finished. Wait for the faculty to teach the next slides.

**Activity: Facilitating Meetings**

In this activity, you are the faculty. Teach the upcoming slides on facilitating meetings to the other participants in your team. Teach the rest of the content from Facilitating Meetings to Effective Note Taking. Stop at the Summary.

Do not look at the Checkpoint Question answers during your review so you can properly think about the question when it’s time.

1. Each participant of the team quickly reviews the slides to determine how much content there is.
2. Decide as a team which slides to teach based on the content of the slide not the number of slides.
3. A slide with a lot of content is equal to two slides with very little content.
4. If there was a participant who did not have the opportunity to teach in the last activity, that participant should have the most slides in this activity.
5. Include the Checkpoint Questions as part of the slides to teach.