

Creating An Agenda

State the purpose of the meeting.

- 2. Organize items to be discussed in order of their importance, starting with the top priority.
 - 3. Describe each item to be discussed, and explain why it must be addressed.

4. Set time limits prior to discussion.

Program Objectives (1 of 6)

- Develop a meeting plan.
- Define roles that contribute to making a meeting more effective.
- Identify and practice behaviors that help build a team.
- Learn and practice techniques to better manage your meetings.

Program Objectives (2 of 6)

- Deal constructively with behaviors that may hinder effectiveness.
- Evaluate the quality of meetings.
- Identify the things that go wrong at meetings and brainstorm ways to overcome these problems.

Program Objectives (3 of 6)

- Describe the difference between process and content.
- Gain knowledge of four meeting types: information sharing, gathering, problem solving, decision making and planning/strategizing.

Program Objectives (4 of 6)

- Discuss and practice several meeting methods: brainstorming, agenda, free-field analysis, group consensus and the action register.
- Gain knowledge of the importance of careful meeting preparation.
- Write meeting objectives.
- Plan a meeting agenda.

Program Objectives (5 of 6)

- Write a means to inform participants about the meeting.
- Design an opening statement of the purpose of the meeting.
- Describe the importance of follow-up after the meeting and be aware of the group method.
- Identify the difference between task functions and group relations functions.

Program Objectives (6 of 6)

- Recognize some different personalities and learn some tips for handling some group interaction problems.
- Participate in a meeting with prepared notes and agenda.
- Create an action plan for meeting effectiveness.
- Complete post work assignment to participants' satisfaction.

Definition

A coming together of an assembly.





Why Have A Meeting (1 of 2)

- To make a decision.



Meetings Are Unproductive (1 of 2)

- Purpose of the meeting is unclear.
- There is no agenda/organization.
- The leader tries to accomplish too much.
- The meeting starts late.
- Too many people are at the meeting.

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Conducting a Productive Meeting (1 of 3)

- Set up the meeting room to encourage an open exchange.
- Post the agenda in a visible place.
- Start the meeting on time.
- State the meeting's purpose, and briefly review agenda items and the time allocated to each.

Planning/Strategizing (5 of 5)

Action Steps:

Planning/Strategizing

1. Identify and review the action steps to be accomplished in order to implement an idea.

2. Ask for volunteers.

3. Assign the remaining items.

Express your confidence.

5. Summarize the action register

4. Reguest realistic completion dates,

Two Types of Meetings





Download "Meetings" PowerPoint presentation at ReadySetPresent.com

155 slides include: 15 do's and don't's, 9 points on how to deal with members at meetings, why meetings are unproductive, 4 slides on the meeting room, slides on conducting a productive meeting, slides on group roles and behaviors, slides on effective meeting notes, 6 guidelines for effective meetings, slides on information sharing/gathering, recognizing resistance to accepting change, phases of change transition, slides on problem solving meetings, slides on decision making, 20+ slides on before the meeting, agenda and goals, during the meeting, after the meeting, common scheduling problems, scheduling hints, taking minutes, how to's and much more.

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