

Title:

Five Ways to Use a Meeting

Word Count:

226

Summary:

Meetings also provide opportunities to learn a lot about the people who attend them. Here's what to look for.

Keywords:

effective meetings, bad meetings, business meeting, facilitation, steve kaye, facilitator, leadership, one great meeting

Article Body:

1) Determine a person's ability to plan. Does the person who called the meeting have a clear goal and a specific plan to achieve it. People who do, recognize the value of preparation and can be trusted with larger projects.

2) Measure teamwork. How are the participants working together? Are they making methodical progress toward an agreement, decision, or solution? Are the more skilled participants helping the others? Is the group working toward a result that benefits everyone? People who work as a team contribute more to productivity.

3) Demonstrate communication. How well do the participants state their ideas? Do they speak clearly? And do they pay attention when others speak? People who communicate well avoid problems such as misunderstandings and arguments.

4) Determine how people think. Are the participants offering ideas that logically follow what the last person said? How innovative, practical, or useful are the ideas? Are people focused on details or major projects? Are they focused on what happened or upon what happens next? Certainly people think differently, and this helps you observe their strengths.

5) Observe ethics. What are the participants proposing? What values are revealed by their suggestions? What type of actions do they admire? What do they support and what do they oppose? How much respect do the participants show for each other? Good ethics keep a business on the right side of good.