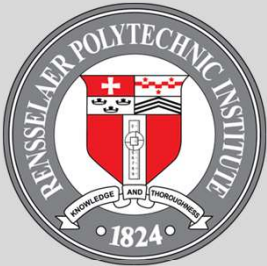




LEADING MEETINGS FOR SUCCESS NOT DISTRESS

Steven English, Coach/Trainer/Facilitator
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About Me



Learning Objectives



- Understand the key elements of effective meetings.
- ~~Know how to prepare an agenda.~~
- ~~Understand the roles of attendees.~~
- Learn strategies for gaining participation.
- Learn how to manage difficult attendees.

Introduction

- Basics of a Good Meeting
- What to do:
 - Before the Meeting
 - During the Meeting
 - After the Meeting
- Questions and Answer
- FREE Gifts!

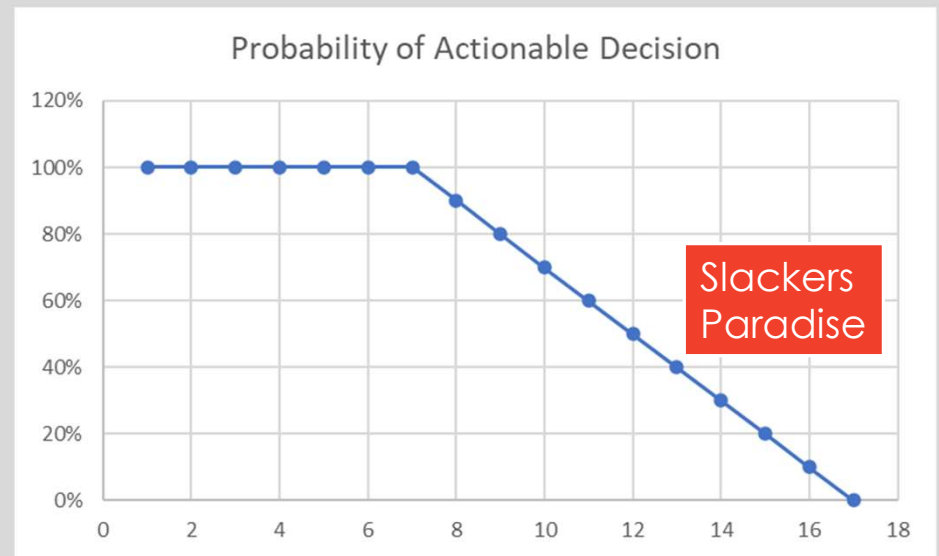


Basics of Good Meetings



- Create a detailed agenda
- Identify role players
- Reduce attendees to 5-9
- **If all your content is information share, why have a meeting?**

LIMIT THE NUMBER OF ATTENDEES!



Before the Meeting

Key Considerations

- Choose the right online meeting tool(s)
 - Companies use Teams, Zoom, Webex for the video conference
 - What about collaboration? Google Docs? Confluence?
- What is the goal of the meeting?
 - This sets the specific agenda
 - Items to be discussed and specific outcome
 - Owner
 - Start and finish times (Parkinson's Law)
- Test the technology ahead of time
- Send email a week before asking for agenda topics!
- Send meeting invite at least two days before

Prepare = 1 hr for Each Hour of Meeting



Ground Rules – Use ‘em or Lose THEM!



- Be on time – honor start and stop times
- Participate – speak and be present – use the hands raised feature as necessary
- Show respect – one person speaks at a time
- Put devices on silent – to minimize distraction during meeting
- Speak in headlines – focus on main points
- Be aware of background noises (mute as necessary)
- All Cameras are ON
- Check your energy as you walk into the room

During the Meeting

How will you break the ice?



- Use an Ice Breaker to get the meeting rolling
 - Poll
 - Introductions
 - Games (Ask me and I'll share)
- Generate interest – data plots, shocking statement, emotional grab
- Minimum Viable Powerpoint (MVP)
- 5 Minute Rule – plan engagement throughout the meeting



Techniques to Drive Engagement

Ask for input

Chat Box

Mentimeter

Post-It Notes

Assign roles to quieter folks (timer or scribe, for example)



Common Knowledge
Unique Knowledge



Common Knowledge
Unique Knowledge



Common Knowledge
Unique Knowledge



Common Knowledge
Unique Knowledge



Common Knowledge
Unique Knowledge

Barriers to sharing?

- Meeting process
- Fears of judgment
- Distrust
- Sacred cows

Suggestion: **Brainwriting!**



But wait –
there's *MORE!*

- Breakout Rooms!
- Productive Break Time
- Pair and Share

Facilitator Balances Engagement



- **Offentimes there is one or more persons who dominate – how do you balance the engagement?**
- If someone cuts you off say firmly “I am speaking and would like to finish my thought. “
- Paraphrase and re-direct to other members
- Ask closed ended question “Is there anything else.. About %idea ”
- Dead pan face, zero verbal nudges

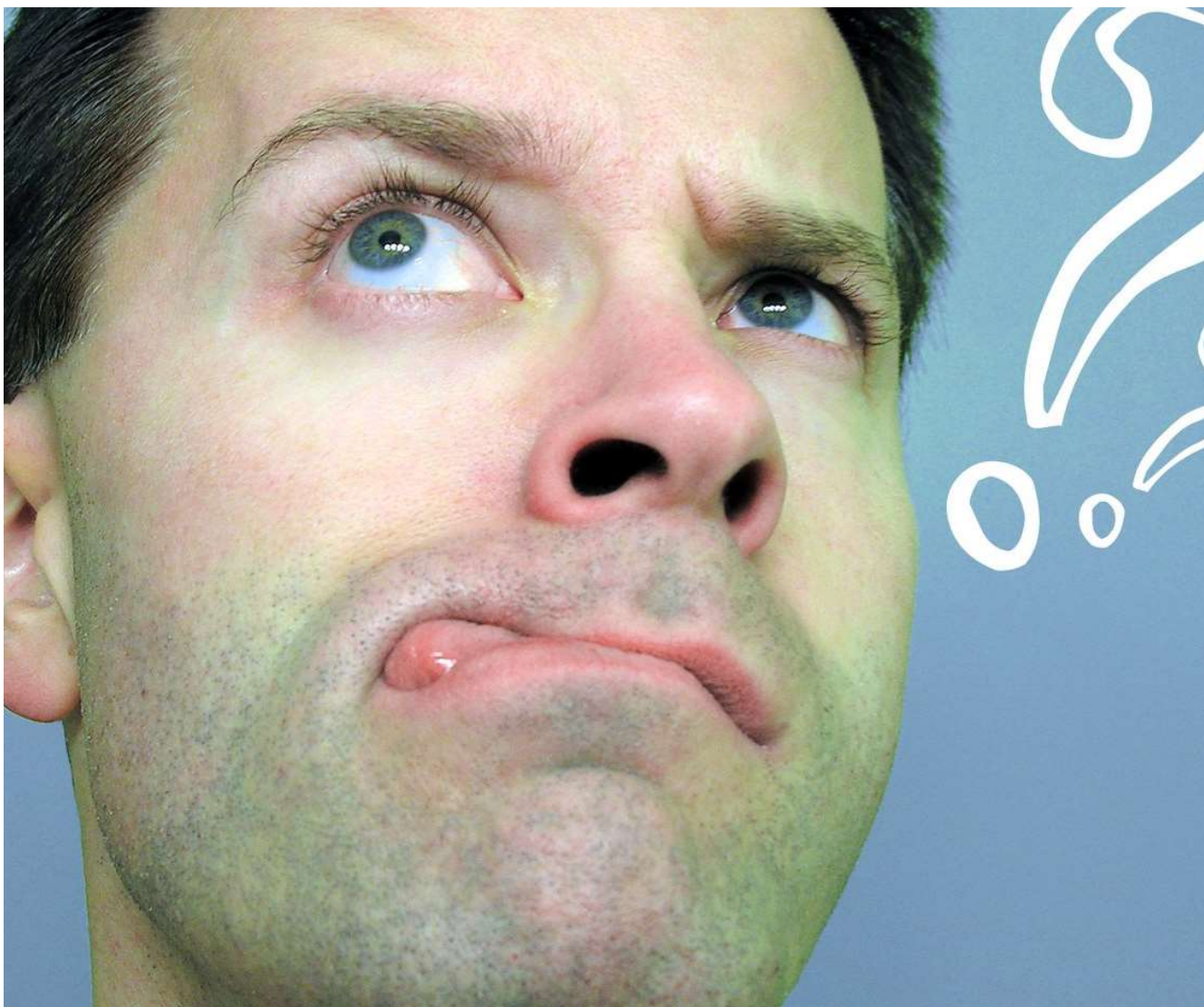
After the Meeting

“Feedback is the breakfast of champions” – Ken Blanchard



To Improve for next time:

- Gather feedback to make your next meeting better!
- Two different feedback structures:
 - +/- Δ (What was Good, What Needs Changed)
 - Three Questions: What went well? What didn't go well? What could we do differently?
- Weight Watchers example (baseline plus adjustment)



Questions and Answers

Please type your questions into the chat!

Any questions I can not answer, I will follow up with the organizers.



FREE Meeting Resources

- **Cut Down on Excessive Meetings**
- **Facilitate More Productive Meetings**
- **Managing Video Meetings to Avoid Collaboration Fatigue**

Complimentary 30 Minute Coaching for CIOHour members! (Be one of the first TEN!)



What's the ONE thing you will do differently?

Find a person to be accountable to.

Tell them what you will do and by when!



Steven English, PCC

I help quiet leaders use their voice to create impact | Coach | Trainer | TEDx Speaker | DiSC and Five Behaviors of a Cohesive Team Facilitator



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