

Make Meetings and Projects Worthwhile

Presented by:

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Organizational Development & Training

Flash Mob

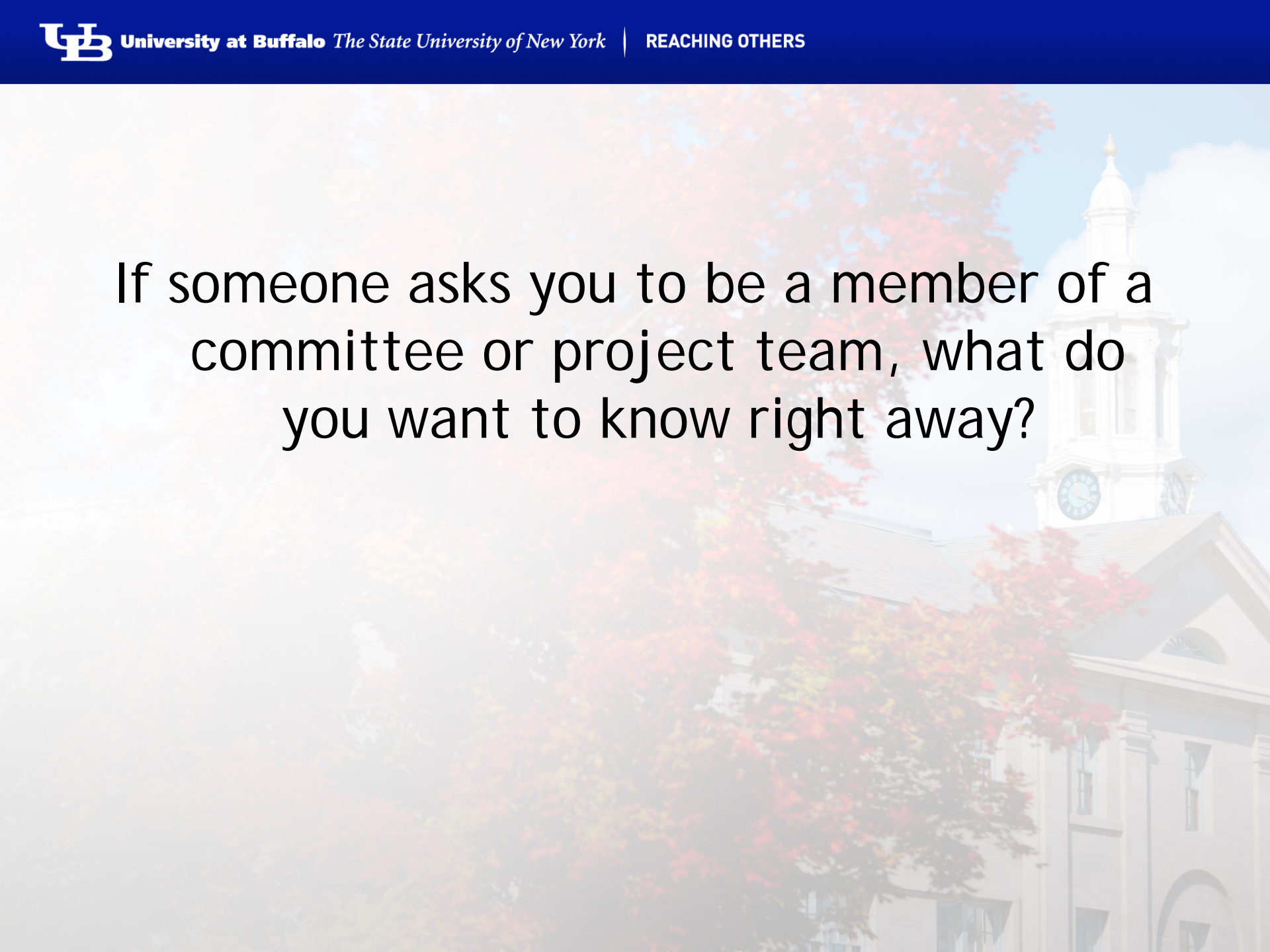


The Value of Your Contributions

WHY ME?



If someone asks you to be a member of a committee or project team, what do you want to know right away?



How to ask the Questions

- Thank you for inviting me to the committee. I have some questions about what's involved. May I ask you?
- Would you help me understand ... ?

Four Keys to Success

MAKING AN IMPACT



Make an impact

1. Manage
your
behavior

2. Know
your
strengths
and
limitations

3. Act as a
liaison

4. Get
heard

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Establishing and Following Ground Rules



Group Activity

Brainstorm a list of ground rules that you would like to see in place for meetings, committees, and/or projects.

Common Ground Rules

- Listen attentively
- Be on time
- Be prepared
- Contribute
- Stay on topic
- Take ownership
- Follow up



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Effective Meetings

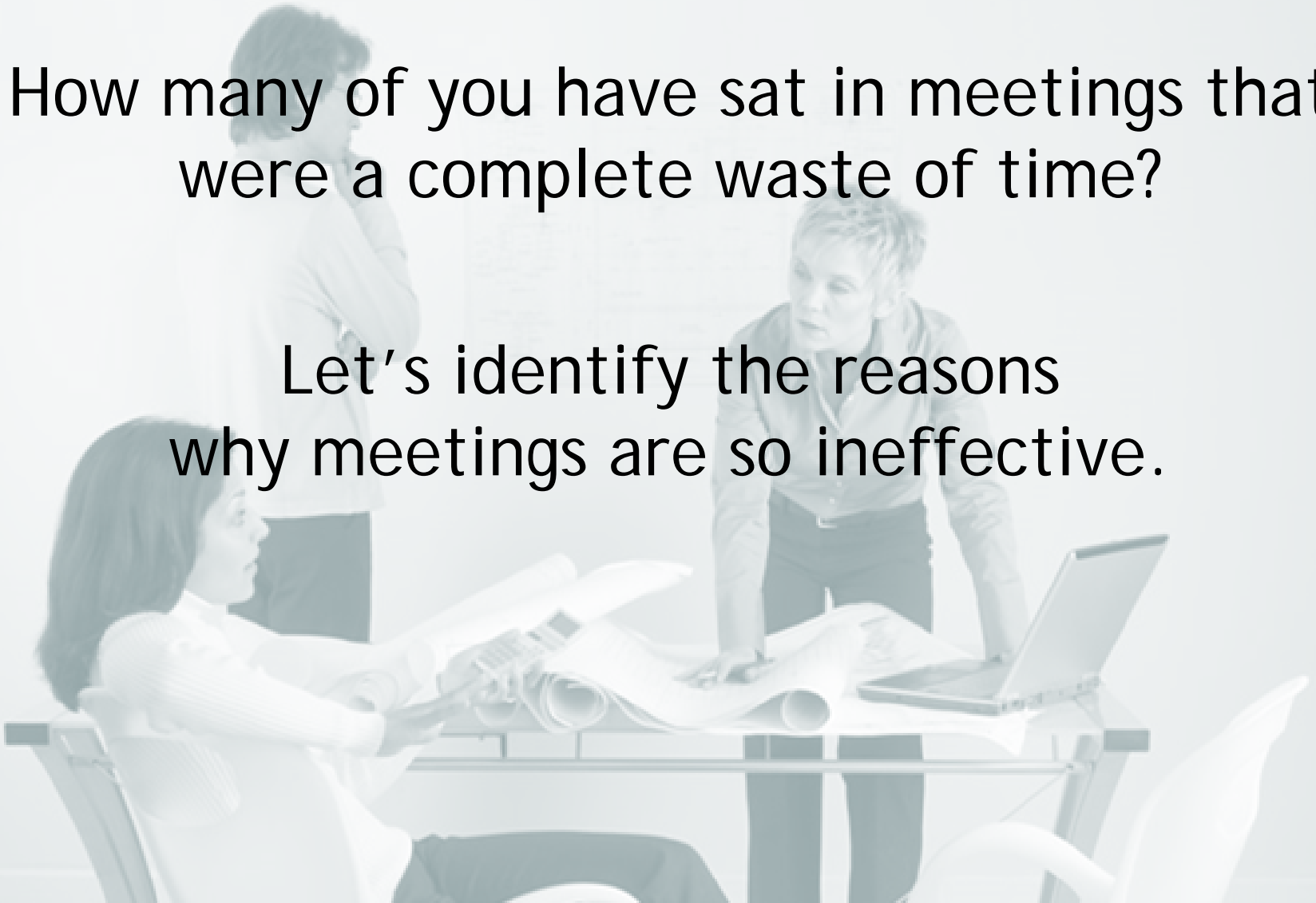
MEETING MANAGEMENT



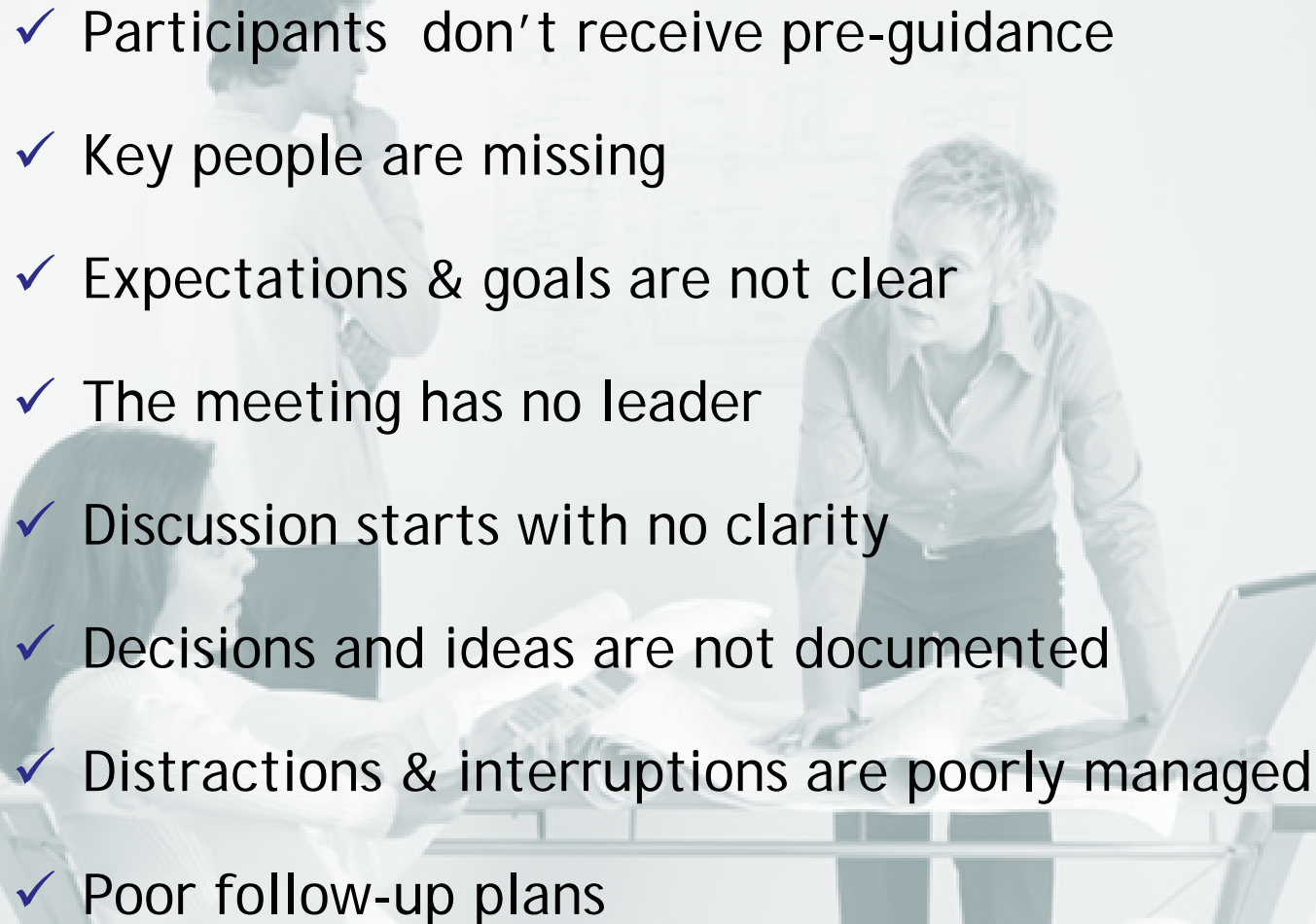
Meeting Management

How many of you have sat in meetings that were a complete waste of time?

Let's identify the reasons why meetings are so ineffective.



Where Meetings Go Wrong

- 
- ✓ Participants don't receive pre-guidance
 - ✓ Key people are missing
 - ✓ Expectations & goals are not clear
 - ✓ The meeting has no leader
 - ✓ Discussion starts with no clarity
 - ✓ Decisions and ideas are not documented
 - ✓ Distractions & interruptions are poorly managed
 - ✓ Poor follow-up plans

Meeting Management

THE FIVE P'S OF EFFECTIVE MEETINGS



Meeting Management

Purpose

Participants

Planning

Process

Perspective

Meeting Management

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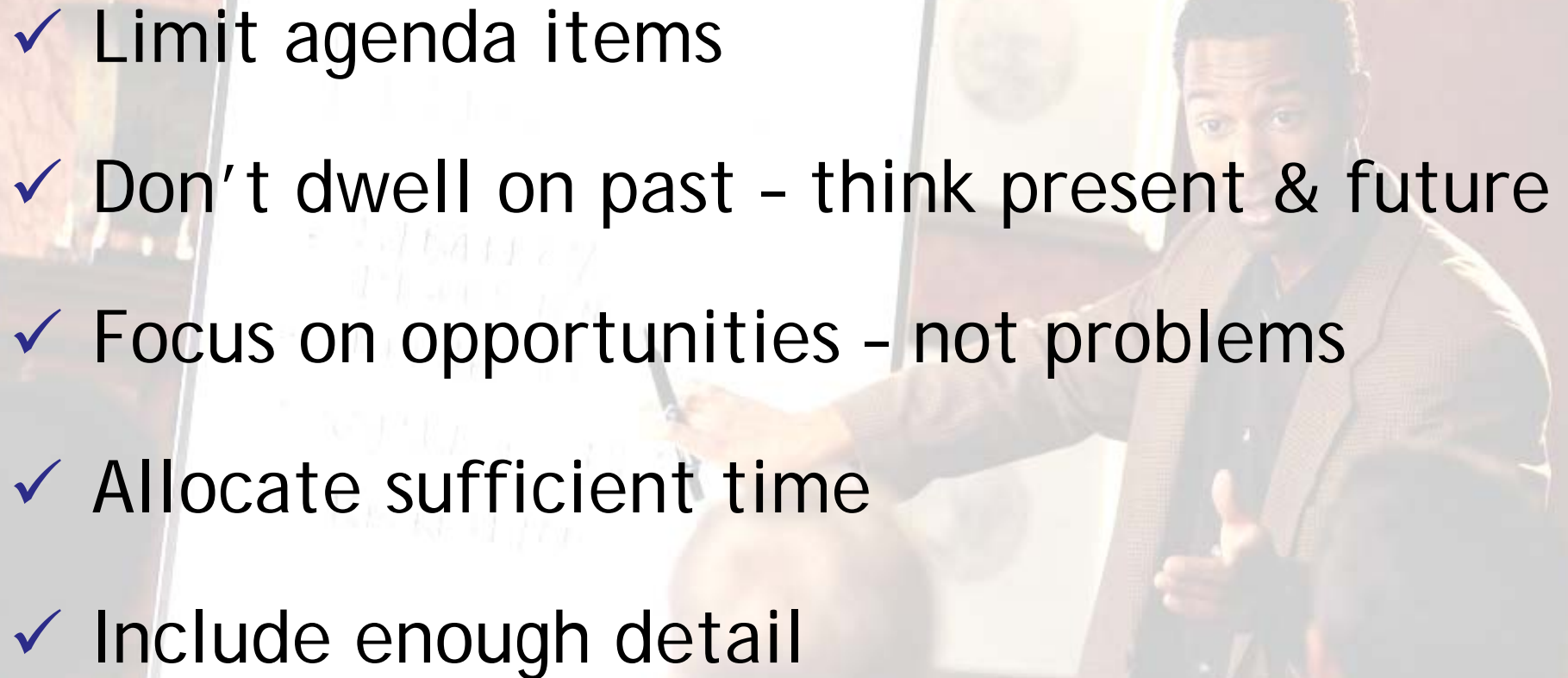
Perspective

Meeting Management

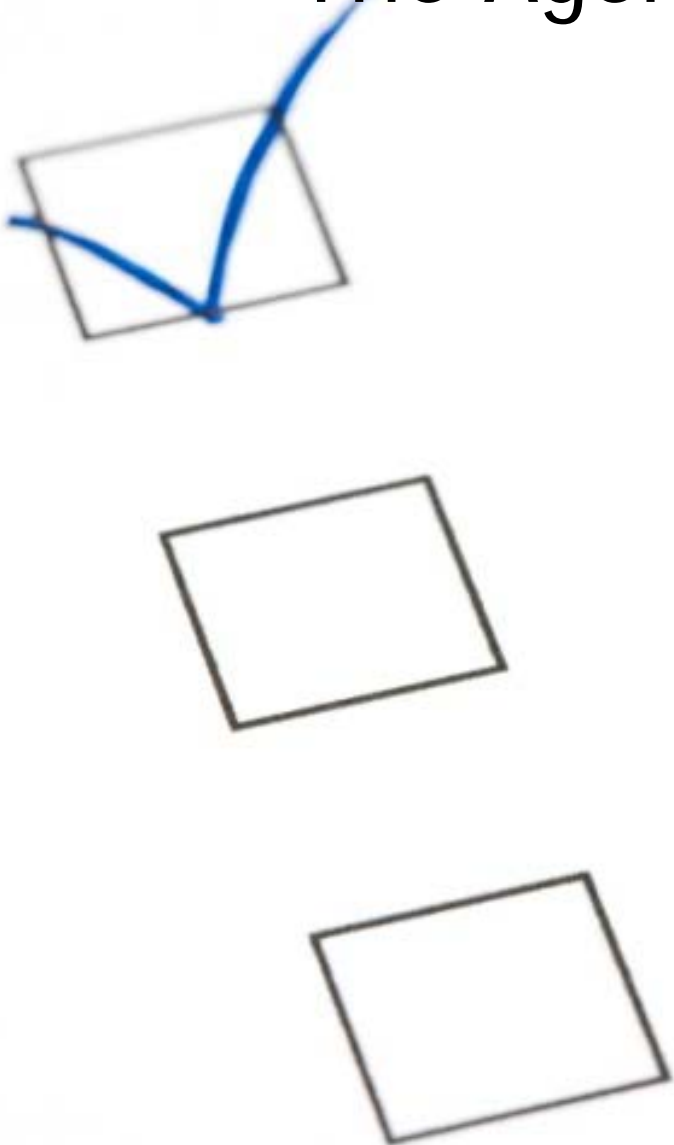
An effective meeting needs structure

1. Have an Agenda
2. Clarify Roles
3. Improve the Process

The Agenda Rules

- 
- ✓ Limit agenda items
 - ✓ Don't dwell on past - think present & future
 - ✓ Focus on opportunities - not problems
 - ✓ Allocate sufficient time
 - ✓ Include enough detail

The Agenda - What to Include



- ✓ Date, time & place
- ✓ Name of team leader
- ✓ Purpose/objective of meeting
- ✓ Topics & lead person
- ✓ Time for each topic
- ✓ Category of topic

Meeting Management

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Improving the Process

Use a Checklist:

- ✓ How did the meeting go?
- ✓ How was the pace, tone and feel?
- ✓ Did we stay on topic?
- ✓ Where did we get stuck on things?
- ✓ Was everyone involved in the process?
- ✓ How did everyone communicate with one another?
- ✓ What might we do differently next time?

Improving the Process

After a series of meetings, it may be helpful to get team members input. Ways in which you can solicit formal feedback includes:

- ✓ Round-robin comments
- ✓ Written evaluations
- ✓ Open discussion

Meeting Management

Purpose

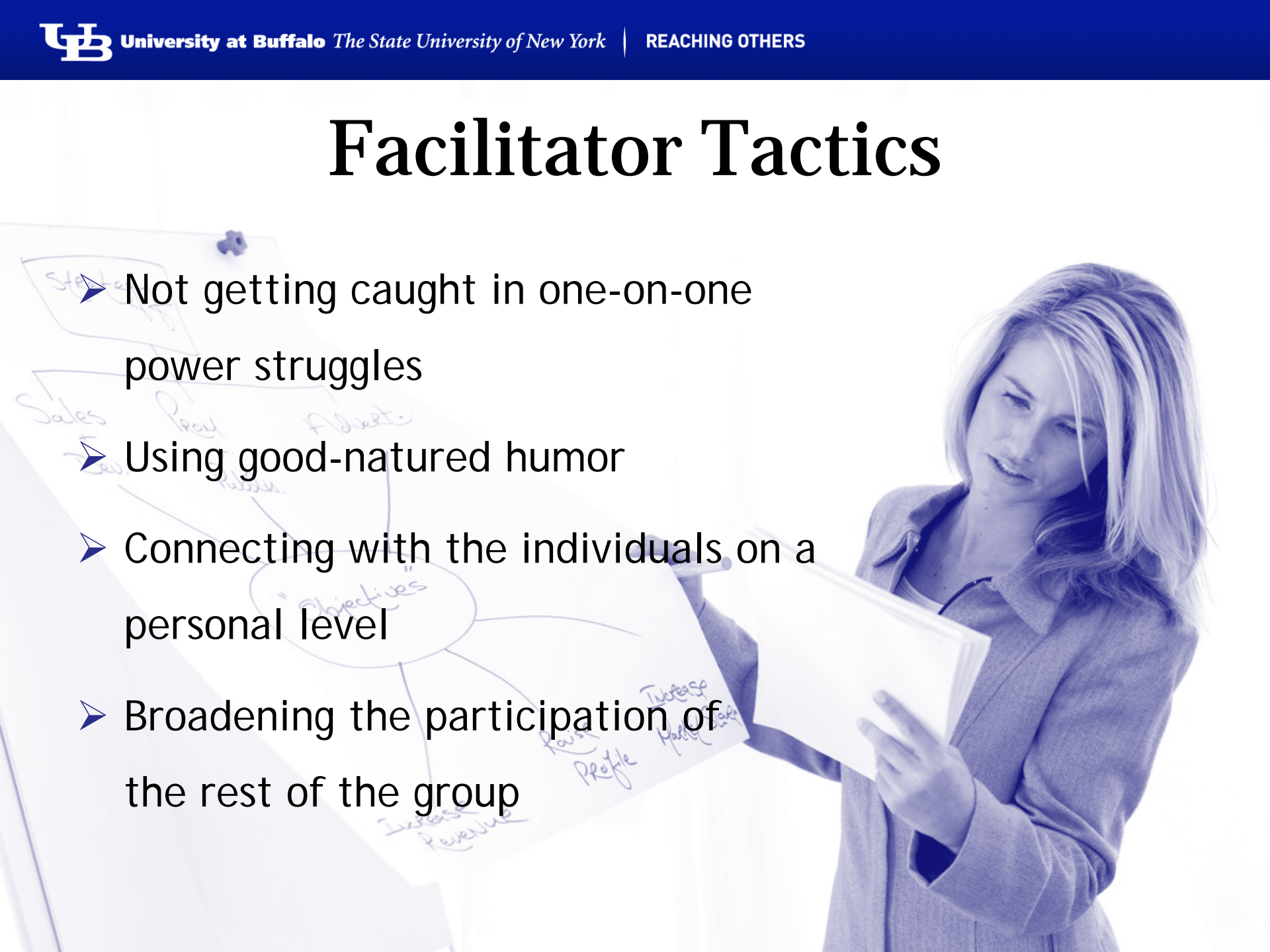
Participants

Planning

Process

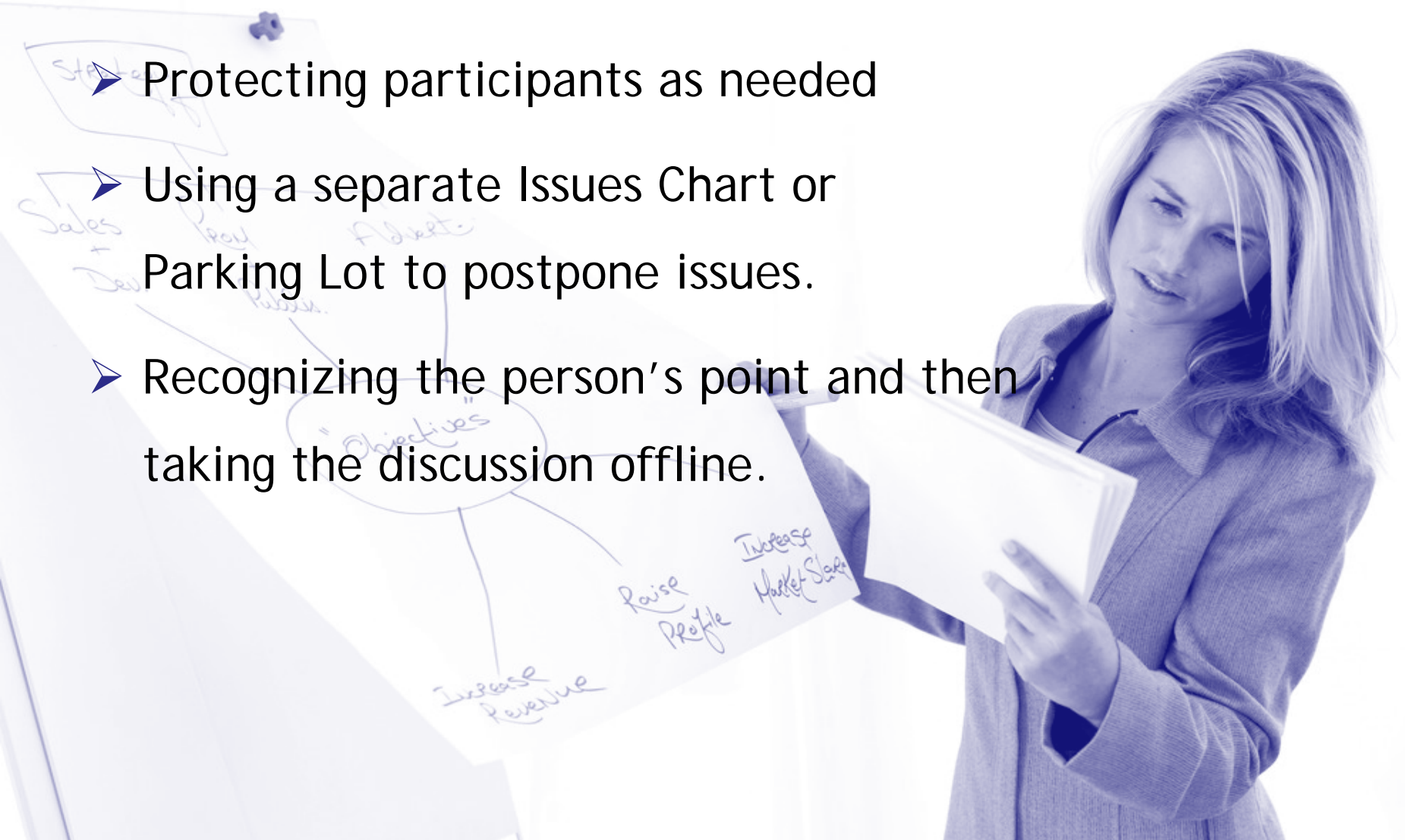
Perspective

Facilitator Tactics

- 
- Not getting caught in one-on-one power struggles
 - Using good-natured humor
 - Connecting with the individuals on a personal level
 - Broadening the participation of the rest of the group

Facilitator Tactics

- Protecting participants as needed
- Using a separate Issues Chart or Parking Lot to postpone issues.
- Recognizing the person's point and then taking the discussion offline.



Administrative Services Gateway

Serving all your human resources, business and financial needs

- For Faculty and Staff
- Managing People
- Managing Procurement
- Managing Money
- > Forms
- > UB Policies

Administrative Services > Training > Training Catalog

Training

- Training Catalog
- Discover Ways to Develop and Improve Myself
- Find Resources to Learn a Computing Skill
- Customize Training for My Team
- Develop Skills To Help Me Manage My Employees
- Evaluate My Department's Training Needs
- Seek Advice on Planning a Team-Building Event
- Seek Advice for Developing Online Training
- Prepare Search Committees to Interview Candidates

Related Links

- > About Organizational Development and Training
- > Faculty and Staff Training and Development Request

Training Catalog

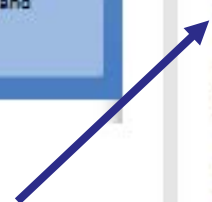
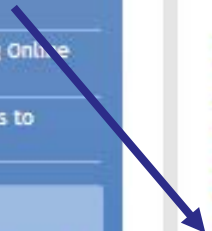
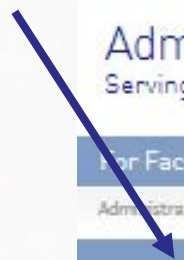
Search Training Catalog

Subject A-Z Class Format Audience

- + Business — UB Business Tools and Resource Guides
- + Communication — Presentations, in Writing, One-On-One
- + Compliance — Required for Your Job
- + Computing and Software — Develop and Enhance Your Skills
- + Orientation — Getting Started in a New Job or Place
- Productivity — Be More Effective and Efficient
- > Productive Participation in Committees, Projects and Meetings

Learn to make the most of your involvement when asked to participate on a project or committee or when representing your department by attending a meeting.

- > Time Management: Get It All Done



Thank you!

