



Great Lakes Center for Youth Development

Attending Effective Meetings

July, 2016

Purpose

- Learn ways to maximize your productivity
- Gain tips for improving meetings as an attendee, when you aren't the chair

Agenda

- Discerning IF you should attend the meeting
- Tasks, attitudes and behaviors when attending
- Assisting the Chair
- Assisting other attendees
- Recap and next steps

The *(sometimes dreaded)* Meeting Request

- Assess the request
 - Is the meeting optional?
 - Is the meeting the best use of your time?
 - Are you the best attendee for the meeting?
- How do you answer these questions?
 - Ask for the meeting's purpose(s)
 - Ask for an agenda

Are You In or Out?

- In = stay tuned!
- Out = save this webinar as a future reference

3 P's to Be for Meetings

- Be Prepared
- Be Present
- Be Participatory

Be Prepared

- Ask for agenda
- Ask what you should prepare or bring with you
- Review the agenda and think of potential ways you could add value during the meeting

Be Present

- Clear your mind to focus on the meeting
- Keep focused on meeting objectives
- Set aside your devices; reduce distractions
- Ask for introductions, if useful

Tip: Focus on the person speaking, especially during introductions

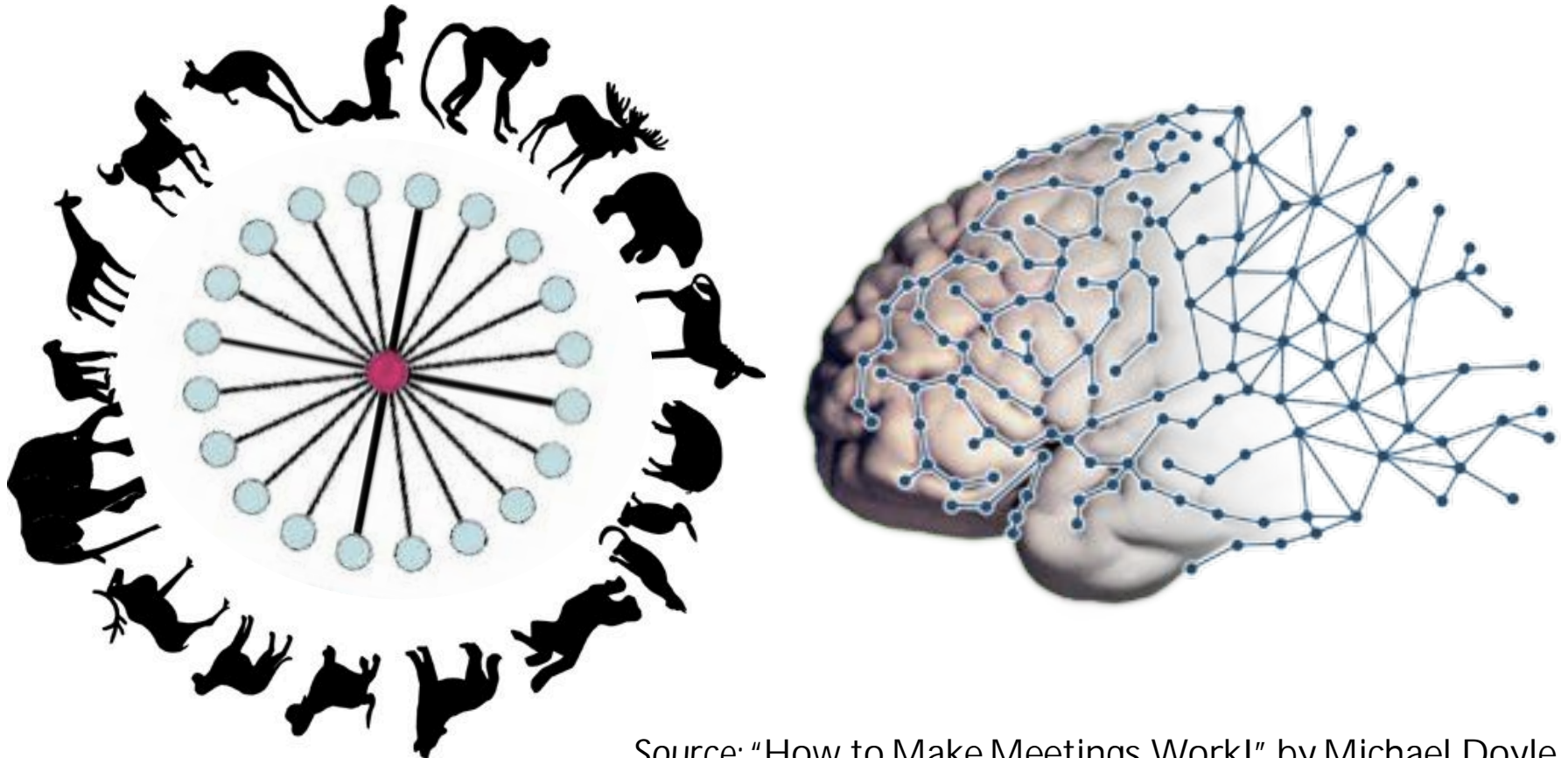
Be Participatory

- Come with pure motives
- Think *Rotary* before speaking
- If you have knowledge – SHARE!
- Listen to understand



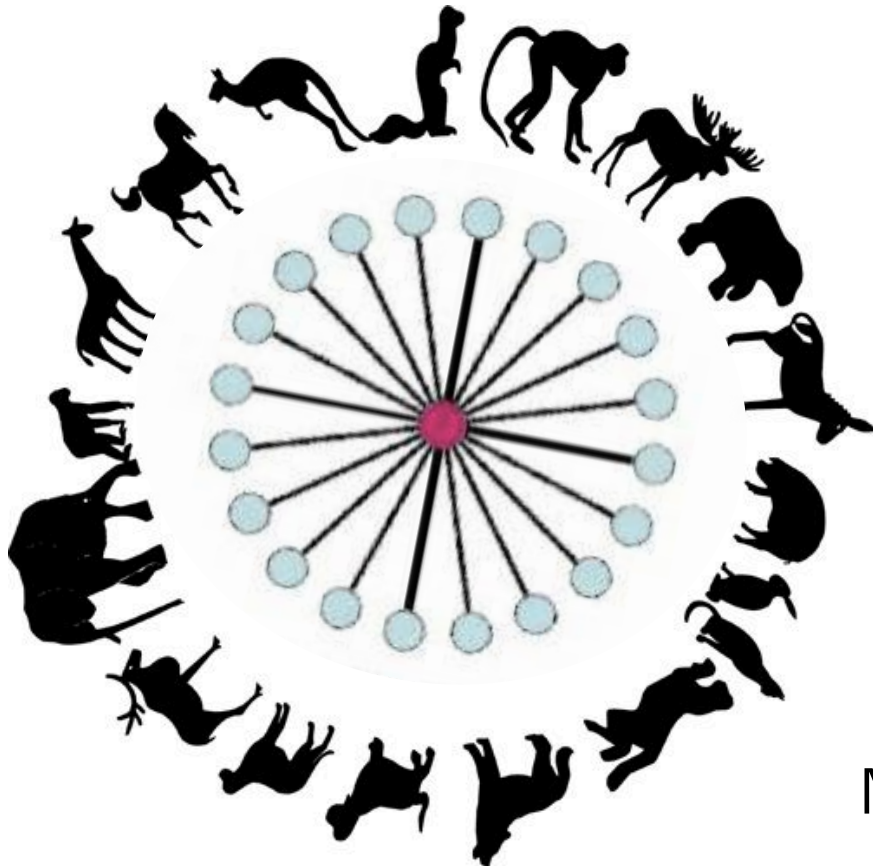
Tip: be cognizant of body language & facial expressions

Meeting Hieroglyphics



Source: "How to Make Meetings Work!" by Michael Doyle & David Straus

Meeting Hieroglyphics

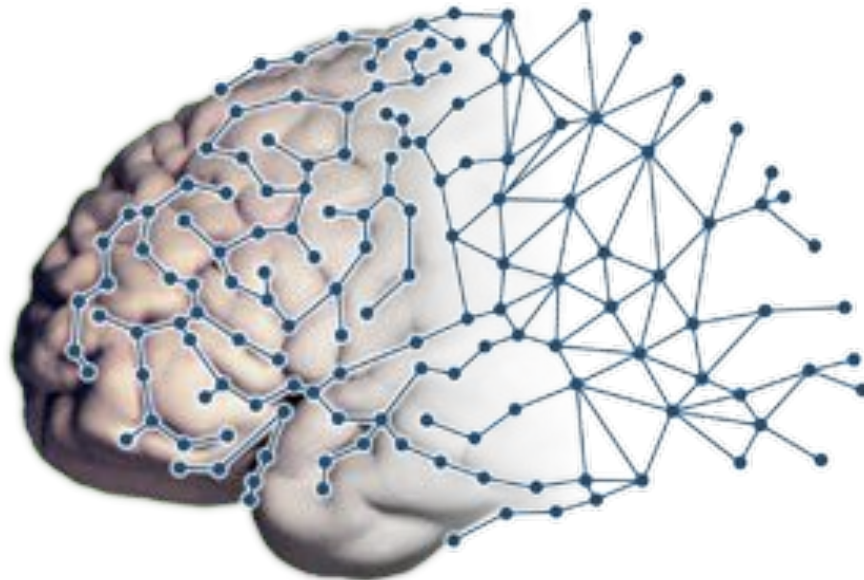


Multi-Headed Animal Syndrome

Meeting Hieroglyphics

Dual constructs:

Content & Process



Graciously "Assisting" the Circus

<p>Multi-animals & heated discussion</p>	<p>Let's take a 10 minute break, then come back and discuss this issue.</p>
<p>Multi-animals & introverts</p>	<p>Ask another attendee his/her thoughts</p>
<p>Multi-animals & chaos</p>	<p>Too many people are speaking at once. Mr./Mrs. Chair, Who has the floor?</p>
<p>Multi-animals & a repeater off-topic</p>	<p>Mrs. Parakeet, may we record your point and take it to the committee to follow-up?</p>
<p>Multi-animals & a random issue</p>	<p>Mr. Rabbit, we agreed to discuss ____ . Please ask the board to put your item on a future agenda.</p>

Graciously "Assisting" the Chair

Process – unclear objectives <i>during</i> meeting	Are we sharing knowledge or brainstorming potential solutions?
Process – trying to come to a consensus	May I suggest a process for resolving this?
Process – poor time management	If we plan to complete the agenda, Mr. Chair, we need to move on.
Process – flip-flopping attendees	We decided to ___ earlier in the meeting. Does anyone have new information that may make it necessary to revisit our decision?
Process – agenda item seems random	What is the purpose for this agenda item?

Strong Endings

- Recap meeting and reinforce decisions made
- Ask for next steps
- Ask WHO will conduct next steps
- Keep your own notes
- Take the opportunity to network

Thank You!

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