

## MEETING EFFECTIVENESS

### *Strategies.*

1. Focus on how the meeting is run
2. Plan and prepare
3. Maintain structure and control
4. Get meeting feedback
5. Summarize and record

What is the culture of a meeting I run or attend? Write down adjectives to describe specific regular meetings I attend.

What are the best meetings I've ever attended. What positive attributes did they have?

Consider leading a conversation about how I can make my meetings more effective, engaging, productive, etc. What ideas do I have about how to enhance the quality of my current meetings?

### **Tool to utilize: Organizational Health Check Quiz**

*Fact: Studies show that managers report participating in 17 hours/week of meetings.*

*“If we have a clear agenda in advance and we are fully present and fully contributing, the meetings do go much faster.” Arianna Huffington*

*“Sometimes creating a culture of listening is simply a matter of managing the right way. When just a couple of people are doing all the talking in the meeting, I'd stop and go around the table to ensure that everyone gets heard. Other times, I would stand up in the next meeting and walk around, physically blocking a person who was talking too much. Sometimes I had quick conversations before meetings. In other words, part of my job was to constantly figure out new ways to give quiet ones a voice.” Kim Scott*

*“Meetings without an agenda are like a restaurant without a menu.” Susan B. Wilson*