EFFECTIVE MEETINGS AND GOAL SETTING

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TODAY'S POINTS…

- Pre, During, and Post meeting best practices

- Impactful ways to create and use an agenda

- Goal setting processes for development

- Time to brainstorm a goal

- Q&A

PRE MEETING

DO YOU EVEN NEED A MEETING?

- Desire to accomplish something

- Types of meetings:
  - Strategy/planning meetings
  - Business meetings
  - Educational meetings
  - Programming meetings

START CREATING AN AGENDA…

- Always create ahead of time

- Seek committee ideas for agenda topics

- Identify who is responsible for speaking on each topic

- Estimate the amount of time each item will take

- Send agenda to committee members prior to meeting

BUILDING AN EFFECTIVE AGENDA…

- Welcome
- On-time call to order
- Reading of the vision statement
- Review of the secretary/treasurer reports
- Committee reports
  - Promotions
    - Upcoming promotions
    - Completed promotions
  - Fundraising

- Recruiting
- Unfinished business
- New business
- Good of the order/ what's keeping you up at night?
- Recap of responsibilities
- On-time adjournment
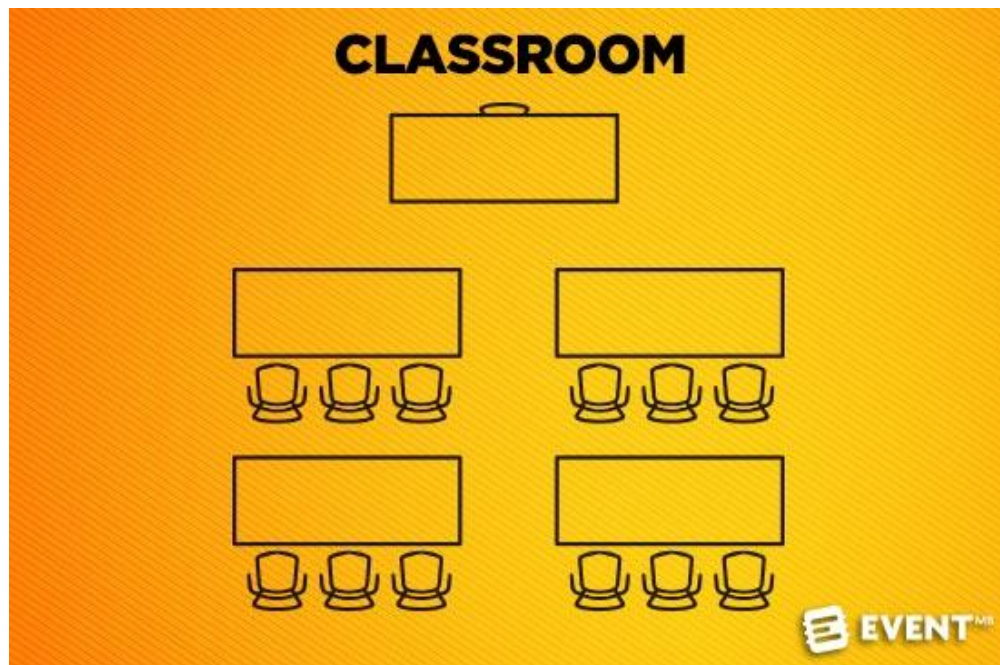
PRE MEETING CHECKLIST…

- Identified specific purpose and what you wanted to get out of the meeting
- Asked for input on agenda items
- Developed an agenda
- Assigned roles to participants
- Decided where/when the meeting would be and reserved that space ahead of time
- Sent notification to committee members in plenty of time for them to prepare
- Sent agenda to members prior to meeting
  - Sent additional reports to members for review prior to meeting
- Followed up with invites to committee members personally (if attendance is an issue)
- Tested any equipment (if you are allowing remote options)
- Arrive early to meeting to arrange meeting space and foster relationships

Harvard Business Review Staff. "A Checklist for Planning Your Next Big Meeting." *Harvard Business Review*, 6 Dec. 2017, hbr.org/2015/03/a-checklist-for-planning-your-next-big-meeting.

DURING MEETING

ROOM ARRANGEMENT...

Classroom Style

Boardroom Style
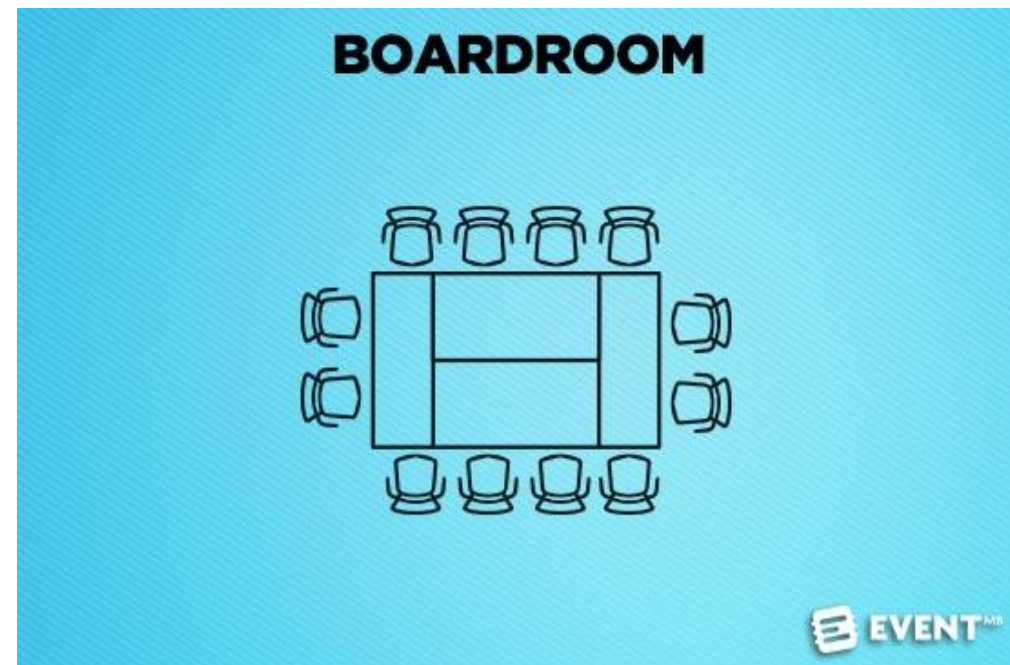
ROOM ARRANGEMENT…

U-Shape Style
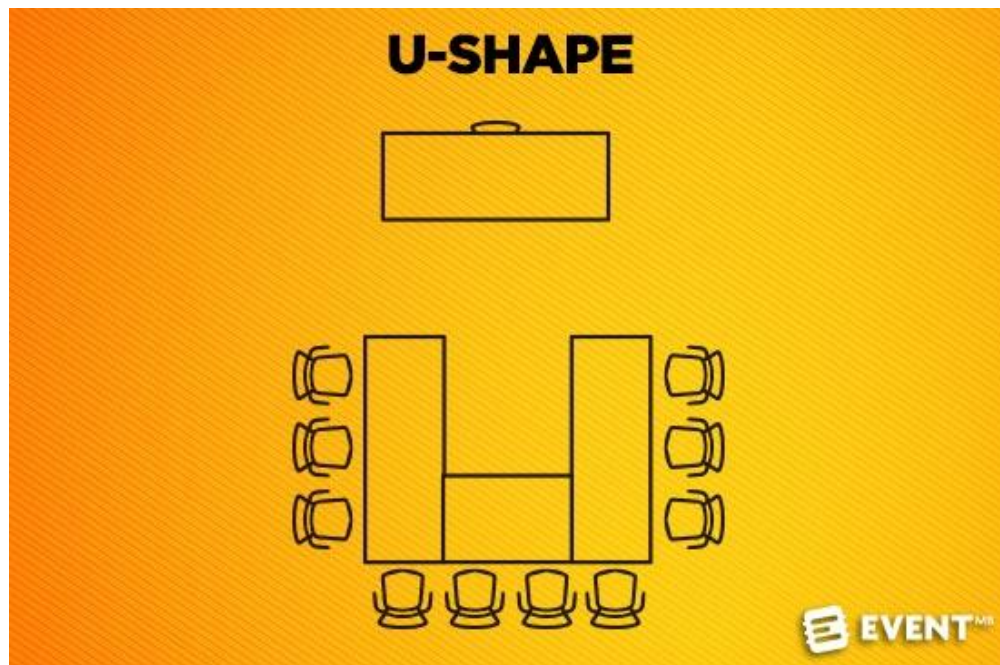
Cabaret/Half-Moon Style

"An Event Planner's Guide to Engaging Room Layouts." *Event Manager Blog*, 17 Oct. 2018, www.eventmanagerblog.com/engaging-room-layouts.
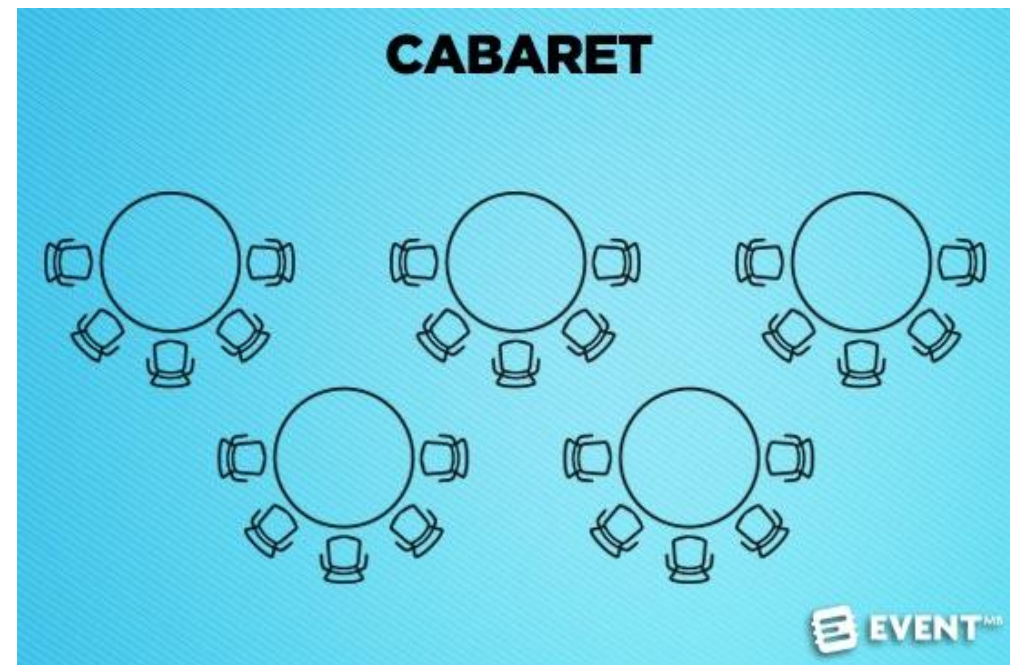
ALSO…

- START ON TIME!

- Follow your agenda
  - Industry education
  - Brainstorming
  - Assigning Tasks

- Do not make meetings a recap of past events, meetings should be about decisions

RESPONSIBILITIES

Leaders

- All meeting planning

- Create agenda, invites attendees, distributes pre-work

- Arrive early

- Drive discussion

- Debrief after meeting

Attendees

- Read agenda, minutes, and other pre-meeting documents

- Prepare talking points for items you will speak on

- Speak at appropriate times

- Come with an open mind and flexible attitude

- Contribute to discussions

ADDRESSING INTERRUPTIONS…

- Stay Calm

- Listen, validate, redirect

- Use body language

- Ask them to state how their comment is relevant to the decision (because it might be!)

- Play dumb if you are an attendee

- Ask for a one-on-one discussion after the meeting

ALTERNATIVE MEETING METHODS…

- Conference Call

- Skype

- Google Docs

POST MEETING

FOLLOW-UP CHECKLIST…

- Email with tasks, dates they are due and members responsible

- Connect personally with attendees to see what works and what doesn't

- Allowed critics to share their opinions

- Think through what <u>you</u> could do better for next meeting

GOAL SETTING

PROCESS…

- Start at the top

- Collaborate within the committee

- Understand the difference between a goal and a tactic

- 5 or less goals per year

- Agree on what success looks like and how you will measure it

- Reassess goals constantly

WHAT MAKES A GOOD GOAL?

- Specific and measurable
- Results oriented
- Realistic and relevant
- Must include a time-frame
- Predict what your barriers will be before you face them

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PUTTING IT ALL TOGETHER…

- This is a process, don't try to institute all changes overnight

- Evaluate your weakest points and start there

- Strive to be 1% better each day