

THE ELEVEN HABITS FOR HIGHLY EFFECTIVE MEETINGS

1. Identify a Single, Concrete Meeting Purpose

- Provide clarity and focus to your meeting

Why?

- Results in a more productive meeting

2. Identify a Single, Concrete Meeting Goal

- Everyone at the meeting is clear about what they're working towards

Why?

- You can measure the success of the meeting, i.e., did you achieve the goal?

3. Identify What Will NOT Be Talked About

- Constrain the meeting's discussion
- Provide clarity to the attendees

Why?

- Meetings stay on-track
- Meetings end on-time

4. Provide the Context of the Meeting

- Background that lead up to the meeting
- Information required to participate in the discussion
- Expected events to occur after (as a result of) the meeting

Why?

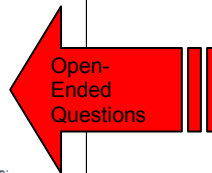
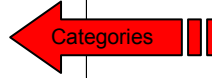
- Everyone is on the same page
- Attendees better able to participate in the discussion



DISCUSSION DOCUMENT™
Topic: Meetings – Ralph's Requirements

<p>Date – Time – Duration - Location Wednesday, March 4 – 10:30 a.m. (MST) – one hour – Webtrain Meeting Room</p> <p>Participating Ralph, Linda, France and Jim • Facilitator: Bill</p> <p>Why are we here? • To discuss the meetings Ralph holds or attends.</p> <p>What do we want to leave with? • A list of Ralph's meeting types, requirements and priorities.</p> <p>What's in it for you? • See the Discussion Document™ in action via a web meeting. • Meet Bill and Linda.</p> <p>What is not expected? • Discussion about how to develop a DD. • Discussion about Service Level Agreements.</p> <p>Important Things to Understand • When meetings go great, life is good. • Preparing for the future: Web-based meetings. • Most of our Meeting Training is integrated with training for Service Level Agreements or PowerModeling and Project Management Courses. We have done some stand alone training. • We need to know more about the meetings you hold so we can meet your requirements. • The idea of an "instance case".</p> <p>Wrap-up • What did you like best or find most interesting about this meeting? • How could this meeting have been more productive/ effective?</p>	<p>DISCUSSION POINTS</p> <p>1. The Meetings</p> <ul style="list-style-type: none"> • How many meetings to you lead each day? How about last week? Next week? • What is the most frequent type of meeting? • How important is discussion and dialog to getting the desired outcome from your meetings? • Tell us about performance review meetings, meetings to interview new hires and cold calls. <p>2. Why You Meet</p> <ul style="list-style-type: none"> • Tell us about why you hold meetings. • What kind of things are you trying to achieve? • <p>3. Your Plan for a Meeting</p> <ul style="list-style-type: none"> • Tell us how you plan for a meeting. • How long does it take to plan? • When and where have you used an agenda? • How about e-mail to outline topics? <p>4. Meeting Environment & Tools</p> <ul style="list-style-type: none"> • Where do meetings take place? Your office, face-to-face, telephone? • Do you use a white board? Do you use a computer, tape recorder or digital camera to record notes? • Do you use PowerPoint or a PowerPoint Projector? <p>5. Attendees</p> <ul style="list-style-type: none"> • How many people attend? • Who do you meet with? • What skills do you bring to the table? What skills are necessary? What skill have you seen used that you wish you had? <p>6. Meeting Outcomes</p> <ul style="list-style-type: none"> • How many met your expectations? How do you know? • What things go right? • What things go wrong? • Tell us about meetings you attend rather than lead? What went well? What didn't go well?
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Two Columns

5. Create Categories of Discussion Points

- Break a large, overwhelming topic into smaller, manageable sub-topics

Why?

- Easy to get attendees into dialogue

6. Develop 20 Open-Ended Questions

- Generate dialogue, discussion and debate

Why?

- Gives those you meet with a voice
- Encourages Collaboration
- Generates the BEST decision through the BEST of everyone's thinking

7. Wrap-Up

- Allow everyone to give feedback on the dynamics of the meeting

Why?

- Gives the facilitator feedback on the success of the meeting
- Gives the facilitator information to work with to improve the next meeting
- Provides closure for attendees

8. One Page

- Clear & concise
- See the whole meeting at a glance
- Everyone attending knows what's going on

Why?

- No hidden agenda results in greater participation.

9. Two Columns

- The first column sets the stage for the meeting
- The second column directs the play

Why?

- Easy to follow.

10. Write the Plan – Hand it out

- Collaborate with co-worker to review and edit
- Meeting items won't be forgotten or missed
- Attendees know within 30 seconds everything that will be discussed
- The facilitator is freed up to think on their feet
- Keep the meeting on track
- Show respect for the attendees
- Earn their respect

Why?

- A Meeting Plan you and for those you meet with.
- A roadmap for your meeting.
- Reduced stress of facilitator AND attendees
- Early buy-in from attendees
- Better able to maintain control and manage the meeting time
- Willingness to participate in your next meetings
- Able to improve the plan for the next meeting
- Better able to achieve RESULTS

11. Use the Discussion Document™

The PowerMeetings Users Guide will show you how to accomplish this list **and more**, along with a MS Word template of the Discussion Document™.

This is the tool that will free you up to plan the meeting.