

Timely Tips

for Workshop Participants

from Thinking Well Consulting
MY 11, 2009

This week: A Meeting That Gets Results

Dear Reader,

A Meeting That Gets Results

A meeting that gets results attends to both the "what" - the content and the "how" - the process. A meeting leader must facilitate participant involvement, deal with conflict, manage differences, make sure that everyone is heard, keep communication open, and carry out many other tasks that will help participants to feel as if they can make a contribution to the meeting and that the meeting is worthwhile.



The Five Components of an Effective Meeting

1. Reasons to Meet

- o To provide a sense of belonging; to learn from each other
- o To use this forum as a resource for new ideas
- o To gain commitment to ideas; to actions
- o To build working relationships
- o To have a sense of mutual accomplishment

2. Gain Awareness of Your Meeting Experience

(Think about and ask yourself these questions)

- o What type of meeting do you conduct?
- o What is effective about your meetings?
- o What is ineffective about your meetings?
- o What are causes of the ineffectiveness?

3. What You Need to Know Beforehand

- o What is the task at hand?
- o What are the desired outcomes?
- o What are the ground rules?
- o Do you have a prepared agenda?

4. How to Keep the Meeting on Track

- o Keep focused attention on agenda items and desired outcomes

- o Put aside items not relevant to the task until agenda items are complete
- o Have an Action Planning Worksheet to record decisions and action to be taken
- o Remind people of the ground rules, agenda items, time limits, as is necessary

5. Facilitating the Meeting

- o Specify how you want people to participate
- o Get input from lower position people first
- o Ask open-ended questions
- o Draw people out; paraphrase; be attentive
- o Acknowledge positive participation both verbally and nonverbally
- o Be supportive of new, even partial ideas
- o Distinguish assumptions from facts

Keep encouraging participation and clarity and as a last and significant tip, if you FEEL supportive toward the group, you will also ACT that way.

Based on Mel Silberman's Active Training approach

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Flo Mauri

Thinking Well Consulting
646-270-6276
www.thinkingwellconsulting.com
flo@thinkingwellconsulting.com

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Thinking Well Consulting | 41-41 51 St. Suite 4H | Woodside | NY | 11377