

# EFFECTIVE MEETING PROCEDURES

GNYC YOUTH LEADERSHIP CONGRESS 2014

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# What is a meeting?

A gathering of three or more people sharing common objectives where communication (verbal or written) is the primary means of achieving the goals of that gathering.

# What makes a meeting effective?

A meeting is effective when it achieves its objectives or goals in a minimum amount of time to the satisfaction of the participants.

# Types of meetings

- Informative
  - Purpose – advise, update or sell
  - Ex. – Avon, business (members) meeting
- Decision-making
  - Purpose – goal setting & problem solving
  - Ex. – board meeting, neighborhood watch meeting

ELEMENTS	INFORMATION MEETING	DECISION-MAKING MEETING
Number of attendees	Any number	Small size, preferably not more than 12
Who should attend	Those who need to know	Those responsible and those who can continue
Communication process	One way from leader to participants with opportunities for questions	Interactive discussion among all attending
Meeting room set-up	Participants facing front of room, classroom-style	Participants facing each other, conference-style
Most effective style of leadership	Authoritative	Participative
Emphasis should be on	Content	Interaction and problem-solving
Key to success	Planning and preparation of information to be presented	Meeting climate that supports open, free expression

# The 4 P's of Planning

- Purpose

- Establish and communicate the reason(s) for your meeting.
- Ask yourself, “Is a meeting really necessary?”

- People

- Who will attend?
- Ensure each participant has a clear role

# The 4 P's of Planning

- Place

- Select the right location and room set-up to accomplish your purpose
  - Ex. - a room with a table, if participants will be required to write

- Preparation

- Select the most important items to be discussed, solved or decided, then prepare your agenda. Plan the process, send out the agenda and handle logistics.



Common meeting problems?



# Solutions to meeting problems

- State your objective clearly
- Prepare an agenda. It should be prepared beforehand
- Manage meeting time
- Take charge
- Close with a summary

# How to conduct an effective meeting?

- Generate Ideas
- Brainstorm
- Nominal Group Technique
  - Invite each member to write out ideas pertaining to the questions presented and report what they have written, one idea at a time.
  - List ideas in front of the group and add new ideas to the list after each person has reported
- Stimulating Discussion

# How to stimulate conversation

- Ask for feelings and opinions
- Paraphrase
- Encourage participation
- Ask for summary
- Ask for examples
- Test for consensus
- Initiate Action
- Explore idea in more detail
- Do a quick survey
- Suggest a break
- Suggest a procedure
- Suggest they try something
- Stop the action and ask group to talk about something
- Share your feelings
- Reflect what you think someone else is feeling
- Be supporting
- Question assumptions
- Check target or orientation
- Confront differences
- Role reversal
- Look into the future
- Focus on action choice

# Things to avoid

- Unanswerable Questions
- Questions that only get a “Yes” or “No” response
- Vague, indefinite, ambiguous questions
- Witness-chair interrogation