

# Planning and Running an Effective Meeting

## WIOA Workforce Webinar

### January 17, 2024

Presentation	Notes
What have you experienced? <ul style="list-style-type: none"> <li>• Meeting that could/should have been an email</li> <li>• No agenda - no clear idea of purpose of the meeting</li> <li>• Participants not engaged in the meeting</li> <li>• Needed materials not available</li> <li>• Needed participants didn't attend</li> </ul>	
You are not alone	
<b>Your Guides to Planning to Eliminate Meeting Mishaps</b>  Dr. Margaret Segersten Director of Adult Education Regional Office of Education #33 <a href="mailto:msegersten@roe33.net">msegersten@roe33.net</a>  Sarah Goldammer Director Southern Illinois Professional Development Center <a href="mailto:sgoldam@siue.edu">sgoldam@siue.edu</a>	
Our goals (outcomes) for attendees today: <ol style="list-style-type: none"> <li>1. List essential components of an effective meeting</li> <li>2. Identify research-based principles of effective meetings</li> <li>3. Create an agenda and action plan for use in effective meetings</li> <li>4. Laugh and have an "aha" moment</li> </ol>	
This hour will be worth your time if you: <ul style="list-style-type: none"> <li>• Please share what you want to achieve in the next precious hour of your time</li> <li>• This is your outcome (successful meetings have a designated outcome)</li> </ul>	
Agenda <ul style="list-style-type: none"> <li>• Meeting planning - need for a meeting, meeting types, purposes, and who should attend</li> <li>• Preparing and sharing the agenda</li> <li>• Stay on time</li> <li>• Make your meeting engaging</li> <li>• Importance of notes and action items</li> </ul>	

Presentation	Notes
<ul style="list-style-type: none"> <li>• Laugh and nod your head</li> <li>• Play to your strengths</li> <li>• Time for questions - sharing of resources</li> </ul>	
Proper Prior Planning Prevents Poor Performance	
Proper Prior Planning Promotes Peak Performance	
<p>Before you call the meeting:</p> <ul style="list-style-type: none"> <li>• What do you want to accomplish?</li> <li>• Following the meeting, it will be a success if "xyz" are accomplished.</li> <li>• Is a meeting required or could we collaborate on a shared doc or give our opinions in a shared email?</li> </ul>	
<p>What type of meeting are you having?</p> <ul style="list-style-type: none"> <li>• Do you want a decision?</li> <li>• Do you want to generate ideas?</li> <li>• Are you getting status reports?</li> <li>• Are you communicating something?</li> <li>• Are you making plans?</li> </ul> <p><a href="https://www.mindtools.com/afhhdo/running-effective-meetings">https://www.mindtools.com/afhhdo/running-effective-meetings</a></p>	
<p>Who needs to attend and how long should it last?</p> <ul style="list-style-type: none"> <li>• Give opinions or approval</li> <li>• Provide good ideas - inventors</li> <li>• Plant support</li> <li>• Time is precious - use it wisely</li> <li>• Beware of disrupters - both positive and negative</li> </ul>	
<p>Planning and Sharing the Agenda</p> <ul style="list-style-type: none"> <li>• Share the agenda in advance and supporting documents--with enough time for people to actually read them</li> <li>• Allow for input</li> </ul>	
<p>What to Consider in Planning the Agenda</p> <ul style="list-style-type: none"> <li>• Priorities – what absolutely must be covered?</li> <li>• Results – what do you need to accomplish at the meeting?</li> <li>• Participants – who needs to attend the meeting for it to be successful?</li> <li>• Sequence – in what order will you cover the topics?</li> <li>• Timing – how much time will spend on each topic?</li> </ul>	

Presentation	Notes
<ul style="list-style-type: none"> <li>Date and time – when will the meeting take place?</li> <li>Place – where will the meeting take place?</li> </ul>	
<p>Ask your attendees to be present</p> <ul style="list-style-type: none"> <li>Encourage participation by all</li> <li>Assign tasks</li> <li>Cameras on for virtual meetings</li> </ul>	
<p>Stay on time</p> <ul style="list-style-type: none"> <li>Appoint a timekeeper (if needed)</li> <li>Let people know you value their time</li> <li>Take a break if needed</li> <li>Don't recap for late comers <ul style="list-style-type: none"> <li>Refer them to the shared notes being taken</li> </ul> </li> </ul>	
<p>Make your meeting engaging</p> <ul style="list-style-type: none"> <li>Assign parts of the meeting to others</li> <li>Encourage feedback</li> <li>Assign action items</li> </ul>	
<p>Take notes</p> <ul style="list-style-type: none"> <li>Shared doc</li> <li>Ask someone to help</li> <li>Share these notes</li> </ul>	
<p>Plan to laugh and gain consensus</p> <p>Laughter:</p> <ul style="list-style-type: none"> <li>relieves stress and boredom,</li> <li>boosts engagement and well-being, and</li> <li>spurs creativity and collaboration as well as analytic precision and productivity.</li> </ul>	
<p>Play to your strengths</p> <p>Know yourself and know where you might need support - ask for it!</p>	
<p>Tools for you to use</p> <ul style="list-style-type: none"> <li>Sample agendas</li> <li>Research citations <ul style="list-style-type: none"> <li><a href="https://www.unomaha.edu/news/2018/11/seven-tips-for-meetings-research-shows.php">https://www.unomaha.edu/news/2018/11/seven-tips-for-meetings-research-shows.php</a></li> <li><a href="https://www.mindtools.com/afhhhdo/running-effective-meetings">https://www.mindtools.com/afhhhdo/running-effective-meetings</a></li> <li><a href="https://ccaps.umn.edu/story/9-key-strategies-running-effective-meetings-project-manager">https://ccaps.umn.edu/story/9-key-strategies-running-effective-meetings-project-manager</a></li> </ul> </li> <li>Notes from this presentation</li> <li>Plan Agenda Template</li> <li>Action Plan for Running an Effective Meeting</li> </ul>	
<p>Questions?</p>	