

Planning and Running an Effective Meeting

WIOA Workforce Webinar

January 17, 2024



What have you experienced?

A meeting that could/should have been an email

No agenda - no clear idea of the purpose of the meeting

Participants not engaged in the meeting

Needed materials not available

Needed participants didn't attend



You are not alone



You are not alone

How to make meetings shorter:



“Humor comes from truth.” Naomi Bagdonas

Your Guides to Planning to Eliminate Meeting Mishaps



Dr. Margaret Segersten

Director of Adult Education
Regional Office of Education #33



Sarah Goldammer

Director
Southern Illinois Professional
Development Center

Our goals (outcomes) for attendees today:

1. List essential components of an effective meeting
2. Identify research-based principles of effective meetings
3. Create an agenda and action plan for use in effective meetings
4. Laugh and have an “aha” moment



This hour will be worth your time
if you..._____

Please share what you want to
achieve in the next precious
hour of your time

This is your outcome (successful
meetings have a designated
outcome)



Agenda

- Meeting planning - need for a meeting, meeting types, purposes, and who should attend
- Preparing and sharing the agenda
- Stay on time
- Make your meeting engaging
- Importance of notes and action items
- Laugh and nod your head
- Play to your strengths
- Time for questions - sharing of resources



Proper Prior Planning
Prevents Poor
Performance

Proper Prior Planning
Promotes Peak
Performance

Before you call the meeting:

What do you want to accomplish?

Following the meeting, it will be a success if “xyz”
are accomplished.

Is a meeting required or could we collaborate
on a shared doc or give our opinions in
a shared email?



What type of meeting are you having?

Do you want a decision?

Do you want to generate ideas?

Are you getting status reports?

Are you communicating something?

Are you making plans?

<https://www.mindtools.com/afhhhdo/running-effective-meetings>



Who needs to attend and how long should it last?



Give opinions or approval

Provide good ideas - inventors

Plant support

Time is precious - use it wisely

Beware of disrupters -

both positive and negative

Planning and Sharing the Agenda

Share the agenda in advance

And supporting documents

with enough time for

people

to actually read them

Allow for input



What to Consider in Planning the Agenda

- Priorities – what absolutely must be covered?
- Results – what do you need to accomplish at the meeting?
- Participants – who needs to attend the meeting for it to be successful?
- Sequence – in what order will you cover the topics?
- Timing – how much time will spend on each topic?
- Date and time – when will the meeting take place?
- Place – where will the meeting take place?



ICAPS Meeting
January 9, 2024
8:30 a.m. to 9:30 a.m.
G108A

Purpose: The purpose of the meeting is to increase communication, consistency, and alignment of the CNA ICAPS, Automotive-Transmissions ICAPS, and CNC ICAPS and to begin creating a cybersecurity ICAPS.

Outcomes for our meeting: Students for ICAPS; support class schedule and location; cybersecurity ICAPS

Attendance:

Does anything need to be added to the agenda?

1. ICAPS Students for the spring semester
2. Support class time and location
3. Cybersecurity ICAPS
4. Questions

**Adult Education All Staff Meeting
Galesburg Adult Ed Classroom
Wednesday, January 4, 2024
8 a.m. - 2 p.m.**

Mission: To provide all adult learners an opportunity to learn at high levels and achieve their goals!

Vision: Serving Adult Learners in our communities

Purpose: The purpose of the meeting is to increase communication, consistency, alignment, and teamwork of the Adult Education Staff.

Outcomes for our meeting: Data Review, Celebrate our accomplishments, improve Bridge/ICAPS

Attendance: |

Team Norms:

- 1. Pausing**
 - 2. Paraphrasing**
 - 3. Posing Questions**
 - 4. Putting Ideas on the Table**
 - 5. Providing Data.**
 - 6. Paying Attention to Self and Others**
 - 7. Presuming Positive Intentions**
- 8 a.m. - 10 a.m. - Data Review (staff worked in teams to review and clean up data)
 - Student files
 - Students in error status
 - Post-test
 - [Bridge](#) students
 - [ICAPS](#) students
 - The Instructor Outcome Report
 - [Professional Development](#) - Also 12 hours is DAISI with certificates in folder
 - 10 a.m. - 10:15 a.m. - Celebrations / Announcements
 - 10:15 - 10:30 - Bridge to Career
 - 10:30 - 10:45 - ICAPS update
 - CNA
 - CNC (Computer Numeric Control)

Ask your attendees to be present

Encourage participation by all

Assign tasks

Cameras on for virtual meetings



Stay on time

Appoint a timekeeper (if needed)

Let people know you value their time

Take a break if needed

Don't recap for late comers

Refer them to the shared notes being taken



Make your meeting engaging

- Assign parts of the meeting to others
- Encourage feedback
- Assign action items

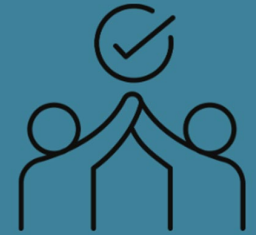


Take notes

- Shared doc
- Ask someone to help
- Share these notes



Plan to laugh and gain consensus



Laughter relieves stress and boredom, boosts engagement and well-being, and spurs creativity and collaboration as well as analytic precision and productivity.

Play to your strengths

Know yourself and know where you might need support - ask for it!



Tools for you to use

Sample agendas

Research citations

Notes from this presentation

Plan Agenda Template

Action Plan for Running an Effective Meeting

What questions do
you have?



THANK
YOU!

