



Safe Schools
Healthy Students

Running Effective Meetings

Project Director's Consortia Meeting
TAS's Mary Thorngren and Kelly Wells

July 13, 2011
Bethesda, MD

meetings



Icebreaker

- Answer questions

Time allotted: 15 minutes



Purpose and agenda

- Icebreaker
- Purpose of meeting
- Ground rules
- Parking lot
- Running effective meetings
- Activity
- Debrief

Purpose – to discuss and practice

- The importance of the meeting agenda.
- Tips for running effective meetings.
- Strategies for dealing with different personality types.
- Having fun!



Ground rules and parking lot

Examples...

- Turn off cell phones
- Respect diversity of opinions
- Start and end on time
- Other....

The Parking lot is for items that are important to an individual, but may not be on the agenda. They can be addressed at a later date.



Types of meetings

- Meetings can serve various purposes over the course of a project.
- Our focus today is on Core Management Team meetings.

Developing the agenda...

- **Decide the meeting objectives.**
- **Be realistic on time needed.**
- **Be clear on who needs to attend.**
- **Send relevant materials before the meeting.**
- **Vary agenda items.**
- **Fill out the meeting agenda template.**



Tips for effective meetings...

- **Decide on roles during meetings**
- **Meeting Chair**
- **Note taker**
- **Timekeeper**



Tips for effective meetings...

- Start and end meetings on time.
- Have an open agenda on the chalkboard or flip chart (after planning one out).
- If an item is not on the open agenda, reschedule it for discussion at a later time.
- Give each item on the agenda a time limit.



Tips for effective meetings...

- Write items that come up but are outside of your agenda on a “parking lot” (a flip chart paper).
- Summarize and record action items before adjourning the meeting. Identify who is responsible for which action. Follow up on them at your next meeting. Begin with an activity to keep the participants active and engaged.
- Address important tasks early in the meeting.
- End the meeting with a summary of next steps.



Who should attend

- Inviting the appropriate attendees to the meeting is as important as having a well-crafted agenda.
- In order to ensure good attendance and active participation, meetings should be mutually beneficial.
- What is in it for me??



Dealing with challenging people

- Get to know them.
- Identify the needs they are trying to fulfill.
- Decide who are the “heroes” and “villains” in your meetings.
- Develop strategies to work with them.

- Excerpted from: Cote, D. (n.d.). How to deal with difficult people. PTO Today.
- Heroes and villains is from Effective Meetings.com



Dealing with challenging people

- CMT needs to discuss and agree on how decisions will be made:
 - Autocratic – one person
 - Collaborative – one person with communal input
 - Democratic – majority rules
 - Consensus – collective agreement
- Ground rules can be helpful.
- Foster team development.
- Reach consensus.
- *Excerpted from Gage County Coalition: Task Force Committee Convening Powerpoint*



Reaching consensus...

- Present and define the issue.
- Listen to the group's responses.
- Generate options and post them.
- Identify positive and negatives of each.
- Agree on a solution.
- Test for consensus.

• *Excerpted from Gage County Coalition: Task Force Committee Convening Powerpoint*



Effective meeting checklist...

- Plan the meeting.
- Conduct the meeting.
- Follow-up after the meeting

Activity: Scenario

- Meeting agenda template
- Personality types
- Project management guide
- Utopia CMT Scenario – work in groups

Time allotted – 20 minutes

Activity: scenario report out

- Share highlights of table discussion and strategies to address personality types.
- Were there any “a-ha” moments?

Time allotted – 15 minutes

Evaluation

- Don't forget to fill out the evaluation form.
- Did we cover what you wanted to learn?

Time allotted – 5 minutes



**PD Consortia Materials and Project Director's
Management Guide are posted on website.**

www.promoteprevent.org