**Planning and Running an Effective Meeting**

**WIOA Workforce Webinar
January 17, 2024**

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| **Presentation** | **Notes** |
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| What have you experienced?* Meeting that could/should have been an email
* No agenda - no clear idea of purpose of the meeting
* Participants not engaged in the meeting
* Needed materials not available
* Needed participants didn’t attend
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| You are not alone |  |
| **Your Guides to Planning to Eliminate Meeting Mishaps**Dr. Margaret SegerstenDirector of Adult EducationRegional Office of Education #33msegersten@roe33.net Sarah GoldammerDirectorSouthern Illinois Professional Development Centersgoldam@siue.edu  |  |
| 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
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| 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)
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| 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
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| 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 collaborateon a shared doc or give our opinions ina shared email?
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| 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
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| 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
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| 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?
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| Ask your attendees to be present* Encourage participation by all
* Assign tasks
* Cameras on for virtual meetings
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| 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
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| Make your meeting engaging* Assign parts of the meeting to others
* Encourage feedback
* Assign action items
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| Take notes* Shared doc
* Ask someone to help
* Share these notes
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| Plan to laugh and gain consensusLaughter:* relieves stress and boredom,
* boosts engagement and well-being, and
* spurs creativity and collaboration as well as analytic precision and productivity.
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| Play to your strengthsKnow yourself and know where you might need support - ask for it! |  |
| Tools for you to use* Sample agendas
* Research citations

<https://www.unomaha.edu/news/2018/11/seven-tips-for-meetings-research-shows.php><https://www.mindtools.com/afhhhdo/running-effective-meetings><https://ccaps.umn.edu/story/9-key-strategies-running-effective-meetings-project-manager>* Notes from this presentation
* Plan Agenda Template
* Action Plan for Running an Effective Meeting
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| Questions? |  |