

Webinars for AmeriCorps VISTAs

Working Better Together: How to Design and Run an Effective Meeting

To join the audio portion, please dial: **800-857-9616**
Passcode: **1298673**. This session will begin shortly.

Tips For Participating

Webinars for AmeriCorps VISTAs

- Submit questions to the presenter at any time using the Q & A feature.
- Share tips, resources, and ideas with other attendees using the Chat feature.
- The phone line will be open later in the presentation for Questions and Answers.



Webinars for AmeriCorps VISTAs

Welcome to

**Working Better Together:
How to Design and Run an
Effective Meeting**

Today's Team



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Today's Agenda

- What makes a good meeting?
- Preparation
- Roles of a Facilitator and Execution
- Tips and Advice
- Follow Up
- Questions



Icebreaker

What is one thing that annoys you most in meetings?

Reasons for Meeting Introductions

- Helps meetings start on time
- Builds knowledge of each other and foster trust
- Sets a relaxed tone of laughter and fun at the beginning
- Advances the meeting agenda
- Provides an opportunity for everyone to speak at the meeting
- Helps everyone recall the names of people they want to remember



Share Your Thoughts:

What makes a good meeting?

Use the chat box

Are you lonely?

Tired of working on your own?

Do you hate making decisions?

HOLD A MEETING!

You can –

- See people
- Show charts
- Feel important
- Point with a stick
- Eat donuts
- Impress your colleagues

All on company time!



MEETINGS

THE PRACTICAL ALTERNATIVE TO WORK

What Makes a Good Meeting?



Three Parts of Effective Meetings

1. Preparation
2. Execution
3. Follow-Up



Meeting Preparation

- Who needs to be there?
- When/where will you hold the meeting?
- Why are you having the meeting?
- How will you structure and run the meeting?
- How will you notify people of the meeting?
- How will you prepare for the meeting?

Meeting Objectives



Specific



Measurable



Attainable



Relevant



Time-Dated

SMART
Goals

Create Your Own Meeting Objective

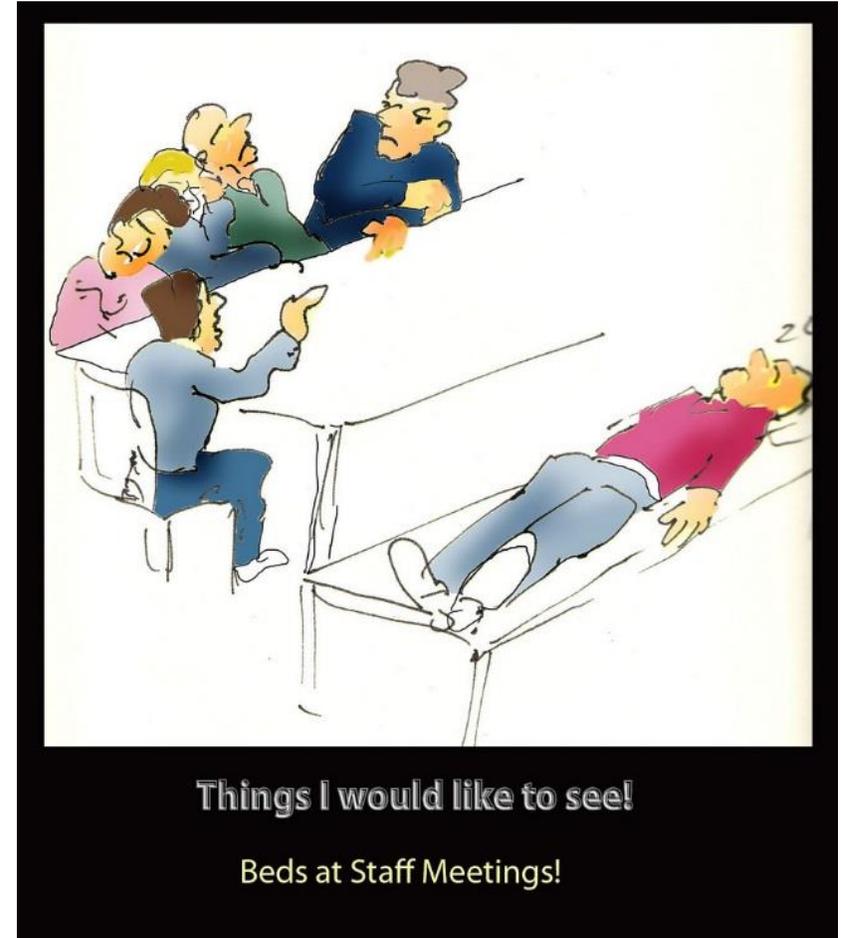
Analyze	Announce	Approve	Assign
Brainstorm	Categorize	Clarify	Decide
Delegate	Determine	Develop	Evaluate
Explore	Identify	Improve	Learn
Plan	Prioritize	Reevaluate	Refine
Request	Review	Summarize	Teach

Establish a Strategic Order

- Determine which decisions need to be made first
- Begin with a short, easy item
- Tackle the hardest issue next
- If there are several difficult issues take breaks in between
- Break big items into several issues
- Finish the meeting with something short and easy

Consider Timing

- Gain a reputation of starting and ending on time
- Get an agreement on when the meeting will end
- Include some time for questions and clarifications
- Make sure to have time for breaks and energizers



Meeting Execution: Your Role

- A facilitator accepts responsibility to help the group move through the agenda to make the necessary decisions and plans to reach the goal
- A facilitator makes no decisions for the group but suggests ways to help the group move forward
- Always clarify the roles of the facilitator with the group prior to beginning the meeting

Defining Your Role

- The right to ask for clarification
- The right to be a participant
- The right to speak out of turn to assist the meeting
- The right to make minor judgment calls on the agenda to progress the meeting



Your Role: Opening the Meeting

- Help develop the agenda
- Set up the room
- Introduce yourself
- Make sure there is a time keeper and a note taker
- Review the agenda and ground rules



Your Role: Ensuring Success

- Know the agenda
- Get everyone's name
- Call people in order in which they raised their hands
- Keep eye contact with everyone
- Use ground rules established
- Encourage the group to come up with a proposal



Your Role: Running the Meeting

- Keep the group focused on the agenda item at hand
- Make sure people's comments and ideas are properly recorded
- Protect the process by enforcing ground rules and time allotments
- Encourage everyone to participate



Your Role: Managing the Group Dynamic

- Encourage the expression of various viewpoints
- Hold people to speaking for themselves and not for others
- Use humor to alleviate tension
- Remain neutral
- Take regular breaks



Your Role: Closing the Meeting

- Test for consensus
- Make the group deal with the allotted time limit
- Focus on closure
- Make sure the next meeting is scheduled
- Make it clear who has committed to what



Scenario #1

You are organizing an initial fundraising committee meeting to determine the theme for a community building event.

What strategies can you use to ensure all stakeholders can attend?

Tips from Experience: Meeting Time

- Determine attendee availability
 - Create a Doodle vote
- Consider related meetings
- Distribute a meeting invite
 - Communicate meeting duration
 - Track attendees
 - Address individual conflict
- Reminder email
- Honor meeting participants' time

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"I'd like to schedule a time-management seminar on my calendar...as soon as I can find time to buy a calendar!"

Scenario #2

You are organizing a Parent Teacher Association meeting to determine the budget for a new school project.

What are some things to keep in mind when setting up the meeting?

Tips from Experience: Meeting Set Up

- Establish and distribute an agenda
 - Meeting invite
 - Email reminder
- Identify location / log and/or dial-in information
 - Directional signs
 - Monitor email
- Create comfortable and productive meeting space (when possible)
- Set-up early
 - Complete prep-work ahead of time
 - Allow time for unplanned situations

Scenario #3

You are facilitating a neighborhood meeting to select alternative uses for a vacant lot.

How will you ensure everyone's voice will be heard?

Tips from Experience: Engaging Participants

- Reach out to key participants ahead of time
- Engage all meeting participants
 - Small groups/activities
- Provide light snacks (when possible)
- Capture notes
 - Separate from facilitation
 - Parking Lot
 - Next Steps
 - Compose and distribute to meeting participants
 - Future meeting and “due” dates

Do right. Do your best. Treat others as you want to be treated – Lou Holtz

Other Roles



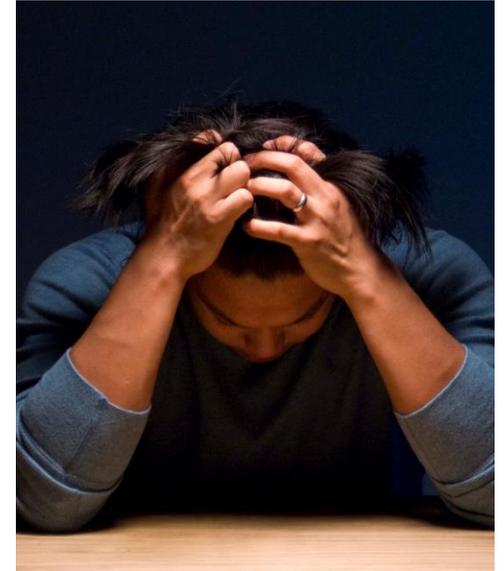
Co-Facilitators



Captors



Time Keeper



Vibes Watcher

Meeting Follow Up

- Minutes
- Thank you notes
- Action step tracking



Stumbling Blocks

You are organizing a community meeting to decided on a neighborhood's position on a development proposal.

What are some potential stumbling blocks to having an effective meeting?

Interventions

You are organizing a community meeting to decided on a neighborhood's position on a development proposal.

What is a strategy or intervention you could use to overcome these stumbling blocks?

Tips for Online Meetings

- Use tools like Google Docs, Prezi, or Join.Me to share ideas, documents, and take away
- Be careful of the awkwardness that may be caused by lag time or the lack of visual cues
- Send an email beforehand to ensure everyone has the technology set up to join your meeting
- Consider using Skype or Google Hangout to see faces
- Have someone there to provide tech support

How to Ask Questions

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- To ask a question electronically, use the Q&A feature located in the bottom right corner
- To ask a question verbally, call in using the number on this slide and press *1.



Evaluation

Webinars for AmeriCorps VISTAs

Please take a few moments to share your feedback. How can we improve these sessions? What topics should we include in future webinars?

Thank you very much for your time and participation!

Thank You for Your Participation!

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If you have further questions or for more information,
contact us: VISTAwebinars@cns.gov

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