



dare to be different



Staff Meetings

Catalyst for
personal growth and
departmental
accomplishment

Complete waste of
time.



Staff Meetings

Motivational
&
Energizing

Discouraging
&
Fatiguing



“The last thing I remember, I was sitting in a staff meeting. Apparently, I died from boredom.”



Somebody said so...

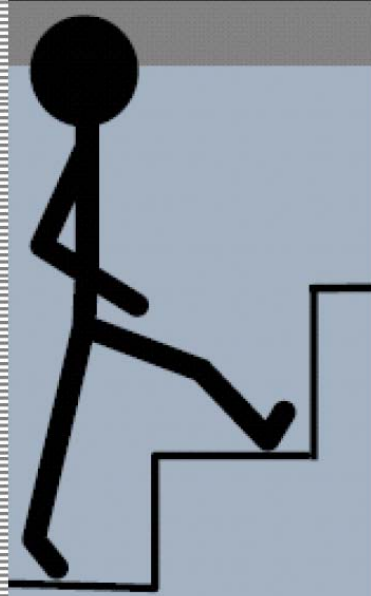
*“After all was said and done,
a lot was said and nothing
was done.”*

-Anonymous

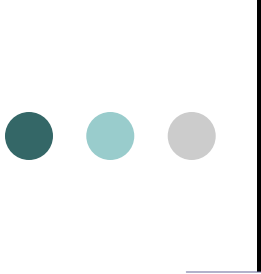


The most common outcome of
Ineffective Meetings

More Meetings



CONDUCTING EFFECTIVE MEETINGS



What are people looking for in Effective Meetings

- 88% - Allow all attendees to participate
- 66% - Define a meeting's purpose
- 62% - Address each item on the agenda
- 59% - Assign follow up action
- 47% - Record discussion
- 46% - Invite only essential personnel
- 36% - Write an agenda w/time frames

Source: GM Consultants, Pittsburgh, 1993



Six Deadly Meeting Sins

Lack of Interested People





Six Deadly Meeting Sins

No Agenda





Six Deadly Meeting Sins

No Resources

3



Six Deadly Meeting Sins

No Time Limit



4



Six Deadly Meeting Sins

No Follow Up

5



Six Deadly Meeting Sins

No Decision-making Process





Points for a Productive Meeting

1. Purpose → Know your purpose
2. People → List attendees, book facilities
3. Participation → Clarify exact involvement
4. Police → Ensure someone in charge
5. Pike's Plan → Use One Third Plus One Rule
6. Posterity → Know what records to be kept

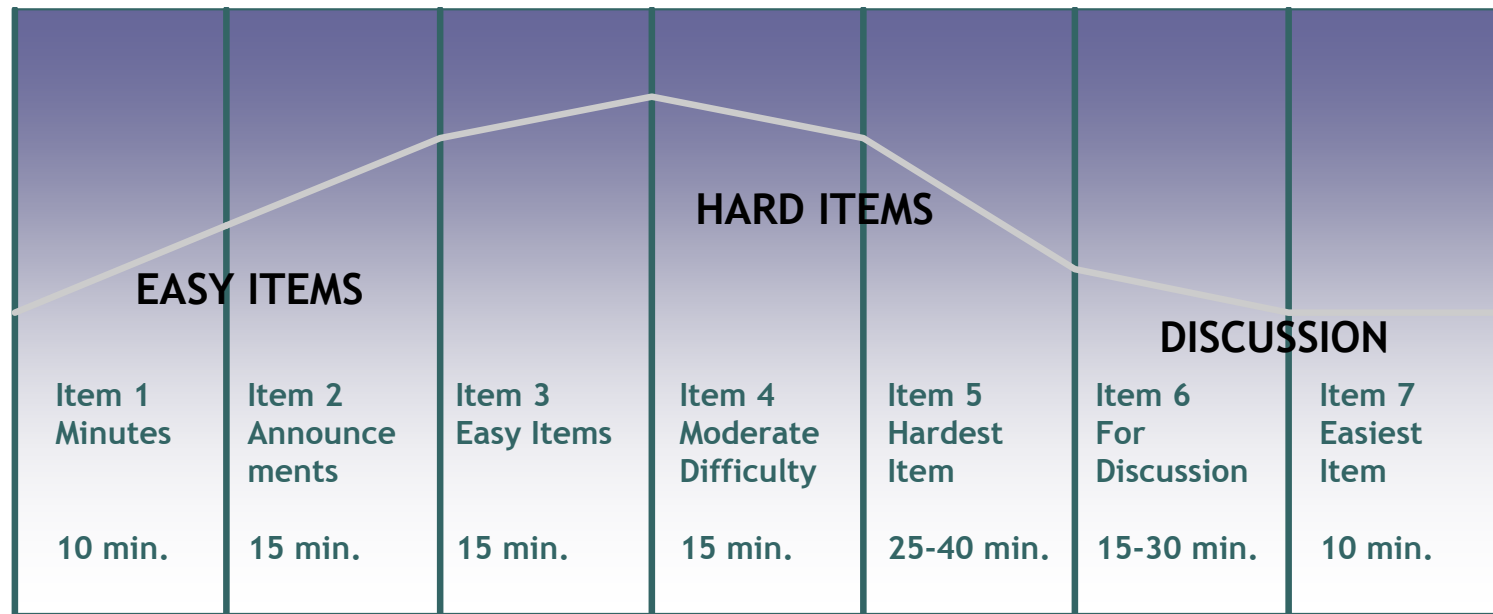


Deciding the Agenda

- The best way to guarantee active participation at a meeting is to include agenda items of great concern to the meeting attendees.
- While sending out the meeting invitation, ask attendees if they have any requests - that can be included on the agenda.
- If someone has an agenda item that isn't directly related to the meeting topic, ask the attendee if you can hold a separate meeting in the future on that specific topic.

Managing Agenda Design

The Agenda Bell



Two Hour Meeting

Source: "Making Meetings Work", John Tropman



Writing Meeting Announcements

- The meeting announcement should include several components:
 - Place, date, and time of the meeting
 - Meeting initiator - your name
 - Invited attendees
 - Purpose of the meeting
 - Agenda item and time frame designated for each item
 - Advanced preparation required by the attendees..



Writing Meeting Announcements

- Every meeting purpose statement should convey to the attendees, what benefit are they going to derive from the meeting.
- People who receive meeting invitations should always be able to answer the question, "What's in it for me?" If they can, you have been able to rightly identify who should attend and what the meeting will entail.
- Communication of the agenda before the meeting, gives participants sufficient time to prepare for any discussions during the meeting. When distributing the agenda, remind participants that it's their responsibility to come prepared to the meeting.



Sending Meeting Invitations

- The nature of your meeting will dictate how you send the meeting invitation. For small, informal meetings the telephone will work fine. For larger meetings, you may want to consider e-mail or a memo.
- Send invitations for formal meetings at least one week in advance, whenever possible..



Handling Short Notice

- If you must call a meeting at a short notice, follow up your e-mail or memo announcement with a phone call so the attendee can be informed as soon as possible..



Who sits where?

- In most meetings today, it's acceptable to allow participants to sit where they want.
- However, sometimes you may want to reserve seats. Give this aspect due consideration.
- Leave a few seats open near the exit to accommodate (*planned*) latecomers and those who need to leave a few minutes early..



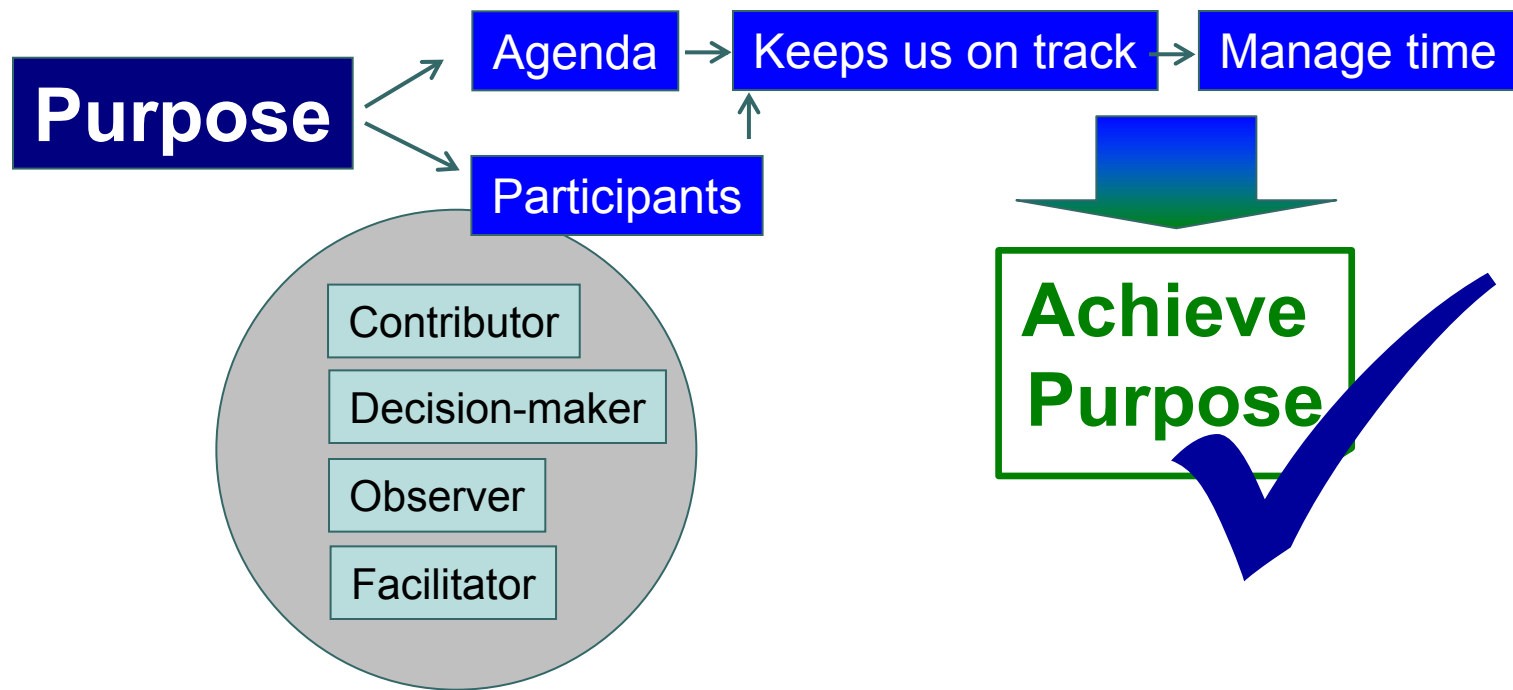
After the Meeting

- Follow-up
 - Minutes within 24 hours
 - Follow-up on action items
 - Responsibility
 - Deadlines

Scheduling your next meeting



Meeting Successful





Meeting Robbers

- Latecomer/Early Leaver
- Broken Record
- Doubting Thomas / Skeptics
- The Head shaker
- The Drop-Out
- The Whisperer /Sniper
- Distracter
- The Loudmouth / Monopolizer
- The Attacker

Before wrapping up

Ideas for Creative Meetings

- Change presentation style
- Change standard meeting location
- Create a leadership opportunity and allow a staff member to run a meeting
- Establish a “parking lot” of ideas to keep a running list of divergent points
- Make meetings playful
 - Start meeting with an icebreaker
 - Hold a stand up meeting!

About the passionate trainer



Ashok Grover



- An Engineer-MBA, Ashok Grover has spent more than 38 years in Indian industry of repute. Currently, Director of “[Skillscape](#)”, earlier he has worked with Parle Group, Mohan Meakins Group, Ajay Piramal Group, Hawkins Cookers and lastly JBM Group as Chief Human Resource Officer.
- Ashok Grover has acquired expertise and added to his credit many innovative HR practices, which he initiated at the organizations he worked for.
- He has a clear focus which is reflected in the Vision statement of [Skillscape](#): – *Value creation by enhancing people and organizational competencies.*
- LinkedIn Profile: <http://www.linkedin.com/in/ashokgrover>

Partner in your progress



www.Skillscape.net
Resource Development Consulting

Competency Evaluation & Mapping ♦ Development of sound HR Systems
Exit Feedback Management ♦ On-Board Feedback Management
360 Degree Feedback ♦ Employee Satisfaction Surveys
Customized Training Programs

D-8/8042, Vasant Kunj, New Delhi – 110070 India
+91 11 4606 5966 ♦ +91 11 42148164