
Effective Meeting Management

**Starts before the meeting is scheduled and
doesn't end when the bell rings**

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Welcome

Effective meeting management starts before even the meeting is scheduled and doesn't end when the bell rings: Learn how to be a meeting pro! Learn key strategies, tools, and techniques that will allow you to plan and facilitate effective meetings that achieve results.

- ✓ Your Not a Fan of Chaos? - Laurie
- ✓ What Gets on your Nerves in Meetings? - Laurie
- ✓ Plan Your Meeting with a Successful Outcome in Mind – Jim
- ✓ Facilitation Techniques – Jim
- ✓ Effective Meeting Wrap up – Luis
- ✓ Closed-Loop Follow Through – Luis

You're Not a Fan of Chaos?

<http://www.youtube.com/watch?v=xQW1fEwYZVA>

Discussion Topic:

What Gets on Your Nerves in Meetings?



Meeting Models

The Typical Meeting Model

- ✓ 10% Planning
- ✓ 80% Meeting
- ✓ 10% Follow-up

A More Effective Meeting Model.....

- ✓ 50% Planning
- ✓ 20% Meeting
- ✓ 30% Follow-up

Source: Faciliate.com

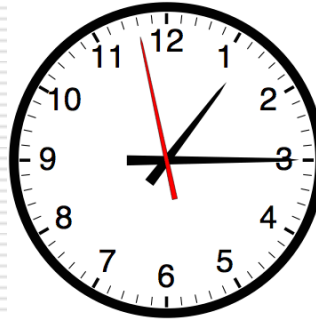
Meeting Planning

- Why do you need a meeting? **Goal. Success Measure.**
- What type of meeting is required? **Objective**
 - Decision Making, Brainstorming, Status,
- Who needs to attend? **Stakeholder Analysis (SWOT Analysis)**
- When and Where? **Logistics Plan. Plan Executed.**
- How will you achieve the meeting goal/objective? **Agenda (distributed before the meeting)**

Key Facilitation Techniques



Meeting Roles and Responsibilities



Leverage Agenda and Time Box Discussions



ELMO: Everyone Lets Keep It Moving



Balance Emotion and Conversation Focus



Be Inclusive



Parking Lot Open Items

Discussion Topic:

What Are Your Favorite Facilitation Techniques



Wrap Up

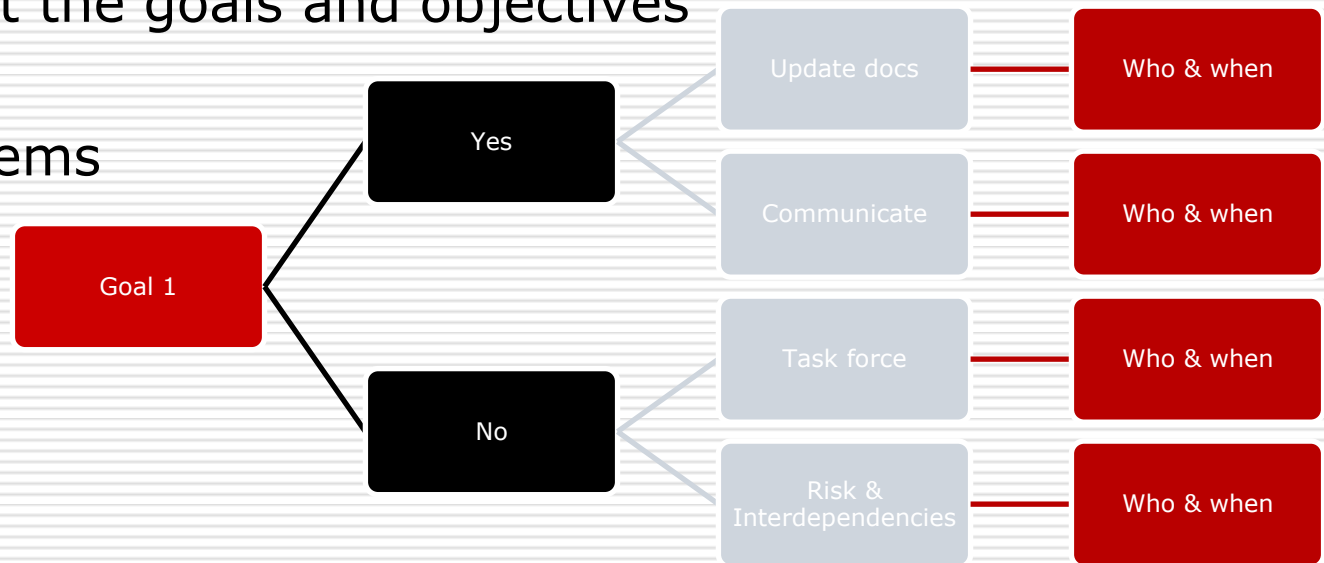


1. End on a positive note



2. Did we meet the goals and objectives

3. Follow up items



Follow Through

The act of continuing a plan, project, scheme, etc. to its completion.

1. Meeting minutes



How:

- **SharePoint**
- **Email**
- **Other**

Who, what, when:

- **Action items**
- **Open item**
- **Parking lot**

2. Follow up with action/parking lot/open item owners



Impact Analysis

- What, so what, what if
- SIPOC
- Triple bottom line

Follow Through

3. Action → Reaction: Update all necessary project documentation based on the decisions made



Documentation:

- Triple C → Change control needed (y/n)?
- Risk/issues log
- Status reports

Communicate:

- Audience
- As a result of X, Y may occur/or happened which would lead to Z
- Build trust, consensus, and cooperation



