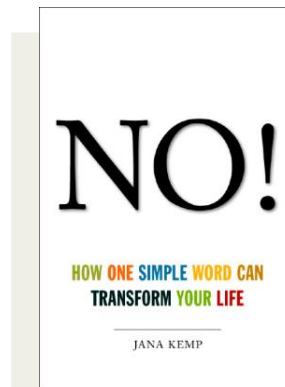
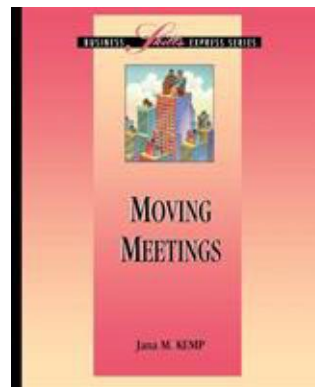
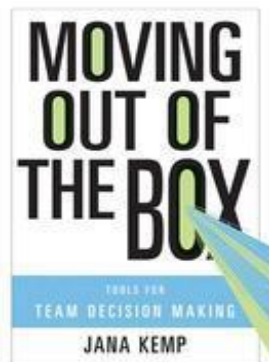
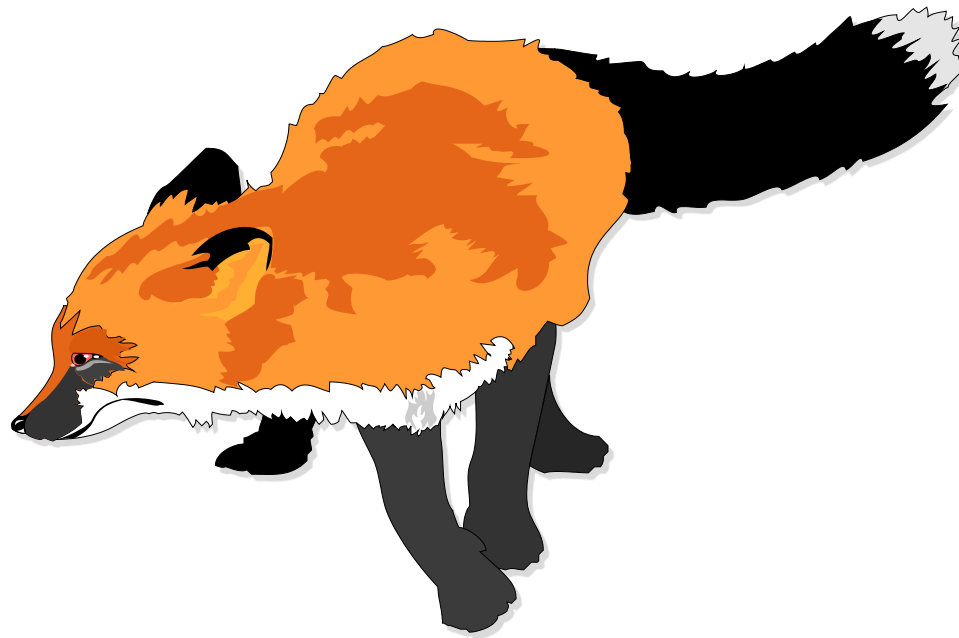


MAKING MEETINGS MATTER



Let's start with Why do Meetings Matter?

Meet Means . . .



Coming Together for a Purpose

MEETING & MANAGEMENT
Essentials

*Better meetings
for everyone™*

Know the Purpose - WHY

- Why do we have meetings?
- What relationships need building today?
- What Topics do I need to cover?
- What Discussions are needed today?
- What Decisions need to be made?
- What Work must be accomplished today?

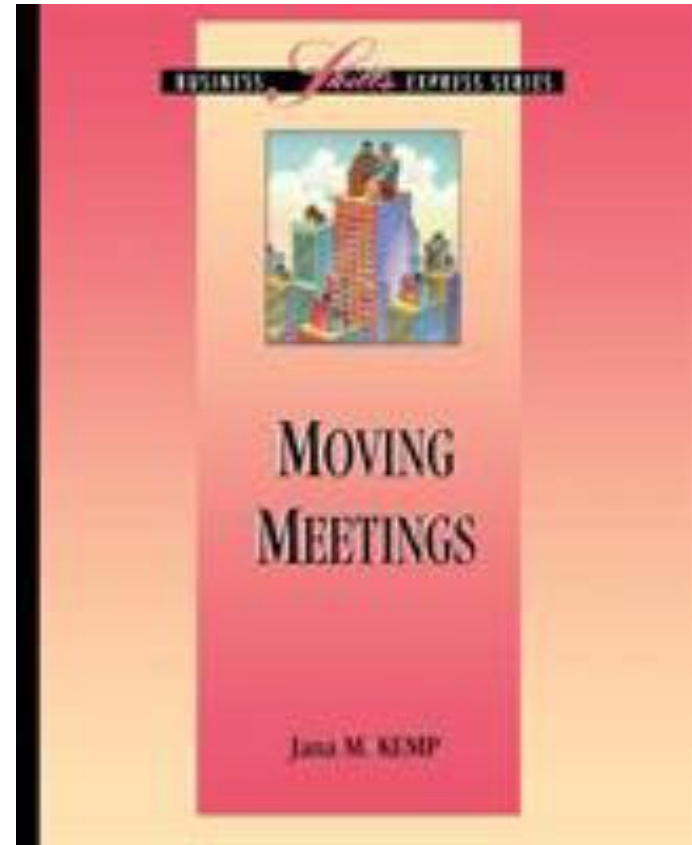


Identify Outcomes – So What?

- What needs to be achieved?
 - Decisions?
 - Assignments?
 - Agreements?
 - Education completed?
- What do you want people to:
 - Know?
 - Be able to do?
 - Feel?



From the
book,
Moving
Meetings



Should I Go/Call in?

- Can I Contribute?
- How will I or my team Benefit?
- What is it About?
- What do I Need?
- _____
- “WIIFM”

Whom should be invited?

- Can he/she Contribute?
- How will they Benefit?
- Know what is it About?
- What should be brought?
- “WIIFM”

What helps people come to and engage in League Meetings?

- A. Clear agendas
- B. Understanding their contributions
- C. Believing they'll get something of value
- D. Having Fun

- E. all of the above.

Meeting Agenda

Day & Date:

Time: Start End

Location

Purpose

Outcome

Time Topics Topic Leader

Agenda

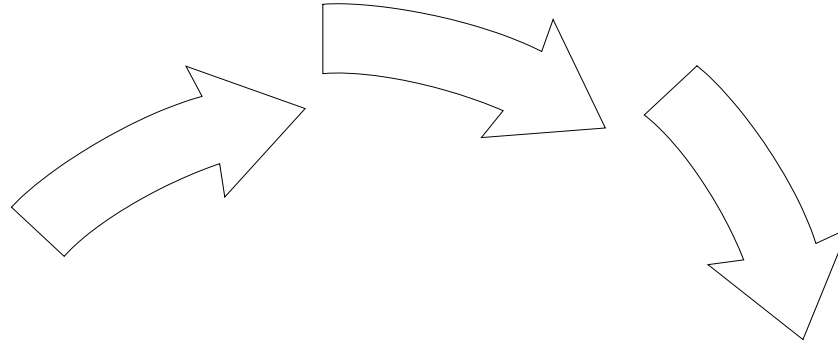
- When/Day/Time:
- Purposes and Outcomes – you need to know.

<u>Items</u>	<u>Who</u>	<u>Time</u>
Open/Intro	YOU	2 min
News that affects team	YOU	5-20 min
Training Items	You/All/Guest	10-20 min
Discussion Items	You/All officers	0-30 min
Closing send-off	YOU	1 min

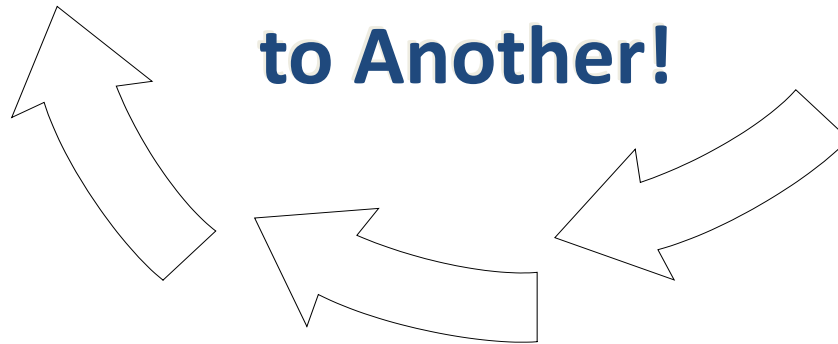
Quiz: What roles can I assign volunteers during meetings?

- Time Keeper
- Note taker
- Recorder – whiteboard items
- None of the above
- All of the above

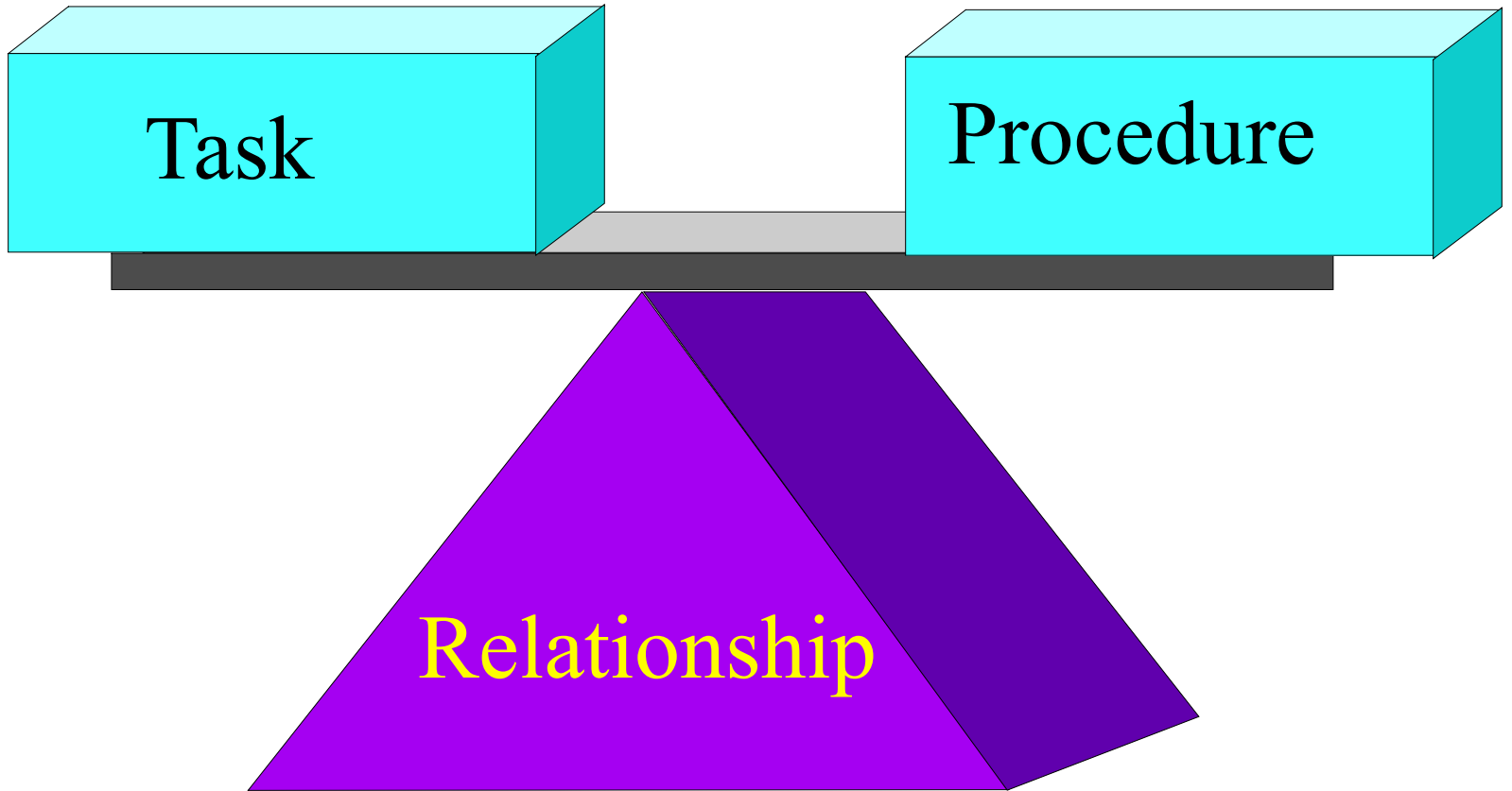
Transitions



**Lead from
one Topic
to Another!**



Transition Types



Command & Control Decisions

- Time Sensitive
- Many people and moving parts involved
- Central communication needed
- Can be used with Consensus-driven decision-making
- Regulations and policies require it



Collaborative Decisions

- Time is available
- Many people are involved
- Creative solutions are sought
- Need buy in



Challenges with Meetings?

- Challenges?
- “What can we do?” - Discussion

Getting Post-meeting Action

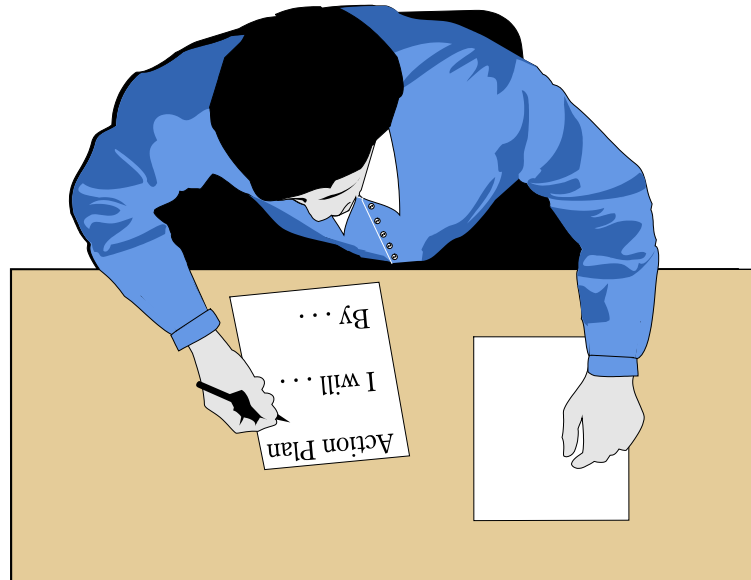
- **Use an Agenda**
- **Invite Commitment and Make Assignments**
- **Generate Minutes or notes – help hold others accountable**
 - Who will do What by When
 - Decisions Made in the meeting
- **Check-in before the next meeting**



Today's Action Plan

□ I will _____

□ By _____



Effective Meetings

Pre-

- ★ Purpose
- ★ Outcome
- ★ Agenda

Meeting

- ★ Facilitation
- ★ Transitions
- ★ Fun
- ★

Post-

- ★ Action
- ★ Minutes

Whatever you do,
make Volunteer Meetings
To the point,
On time,
Actionable,
Fun,
and Meaningful!



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