

Meeting Magic – How to Conduct Successful Meetings

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Session #9782



Abstract

How many meetings do you attend each day? How many of them result in anything useful? Learn the secrets of successful meetings and how to make people look forward to attending the ones you schedule. Get everyone engaged and get results with some simple approaches.



Agenda

- Why do meetings suck?
- How can they suck a lot less?
- Q&A
- Summary & Call to Action

Are you lonely ???
Don't like working on your own ?
Hate making decisions ?

Then call a MEETING !!

You can
SEE people
DRAW flowcharts
FEEL important
FORM subcommittees
IMPRESS your colleagues
MAKE meaningless recommendations
ALL on COMPANY TIME !!!!



MEETINGS
THE PRACTICAL ALTERNATIVE TO WORK.

Is this how you feel sometimes?



MEETINGS

If there weren't some way to round-up the incompetent people and have them waste each other's time, the workers would never be able to get anything done.

StopItisIt.com 'A Slap in the Face With a Wet Fish'

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MEETINGS

NONE OF US IS AS DUMB AS ALL OF US.

“Worst Practices” in Meetings

Status
Overload

DBP

Acronym-
poisoning

False
advertising

Bulimia in
the office

King for a
Day

Rudeness

Bataan
Death March

More Suckage

Bio-ignorance

The Crowd
Scene

Not SMART

Time Thieves

Pointless

Schedule
Fragmentation

And More

Pissing
Matches

High
Concept

Low IPM

Run Off
the Road

Opacity

Showing
Off

Boredom

Any Others?

YOUR TURN!

What Could Make Them Better?

Meeting Magic

#1. Don't meet



Meeting Magic

#2. Plan for success



Meeting Magic

#3. Mini-meetings



Meeting Magic

#4. Invite the right people



Meeting Magic

#5. Start Positive



#6. Invite involvement



Meeting Magic

#7. Mix it up



Meeting Magic

#8. Brainstorm

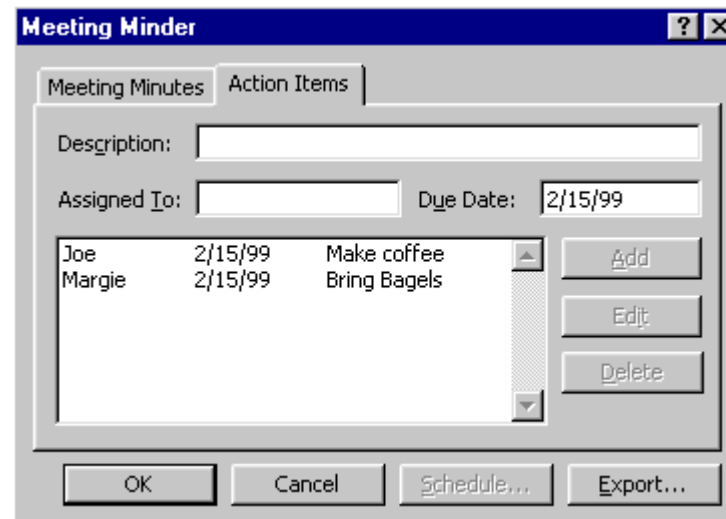


#9. Employ silence

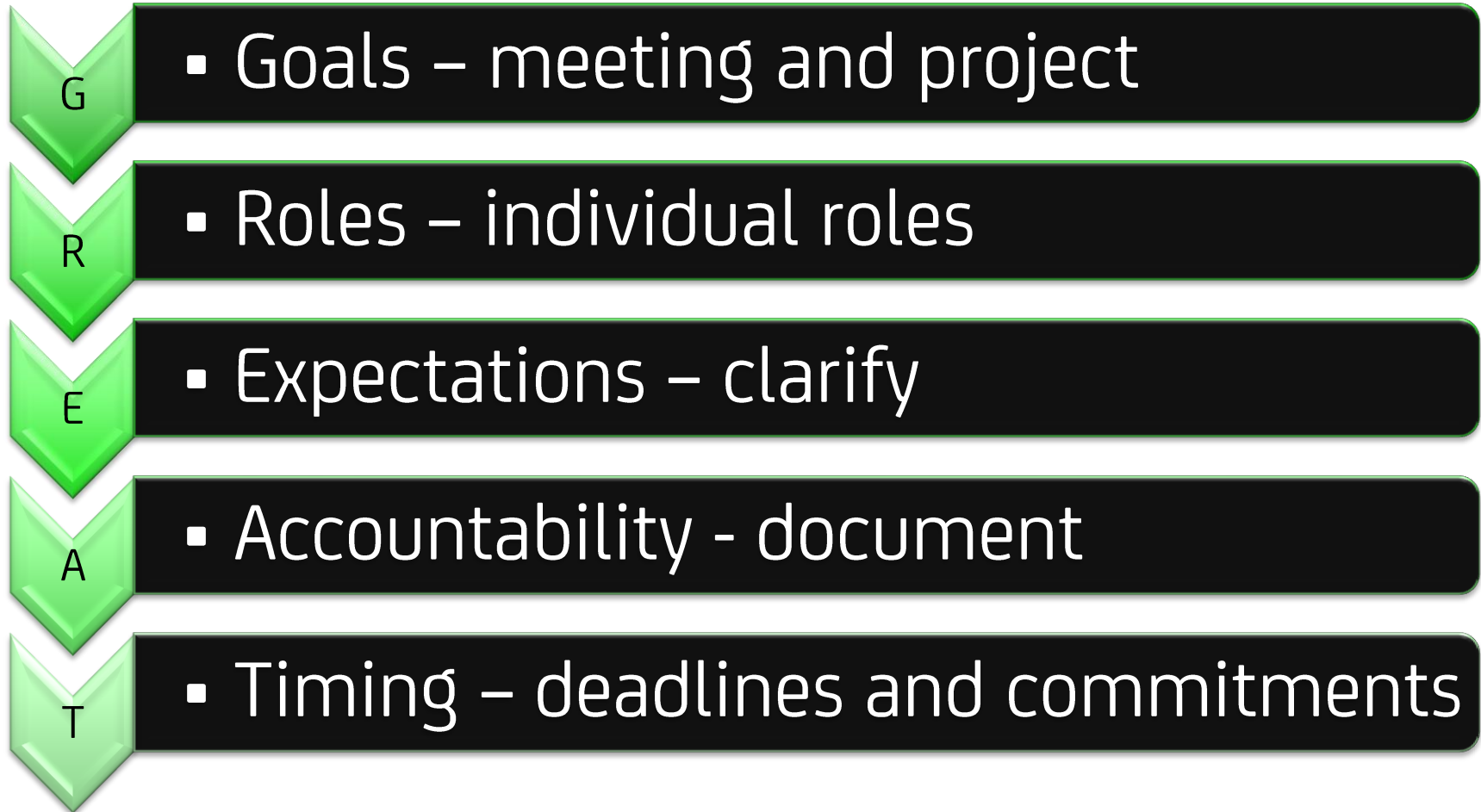


Meeting Magic

#10. Write it up



The GREAT Meeting Principle



Minding the Gaps – Russ Leseberg

But what about virtual?



Small

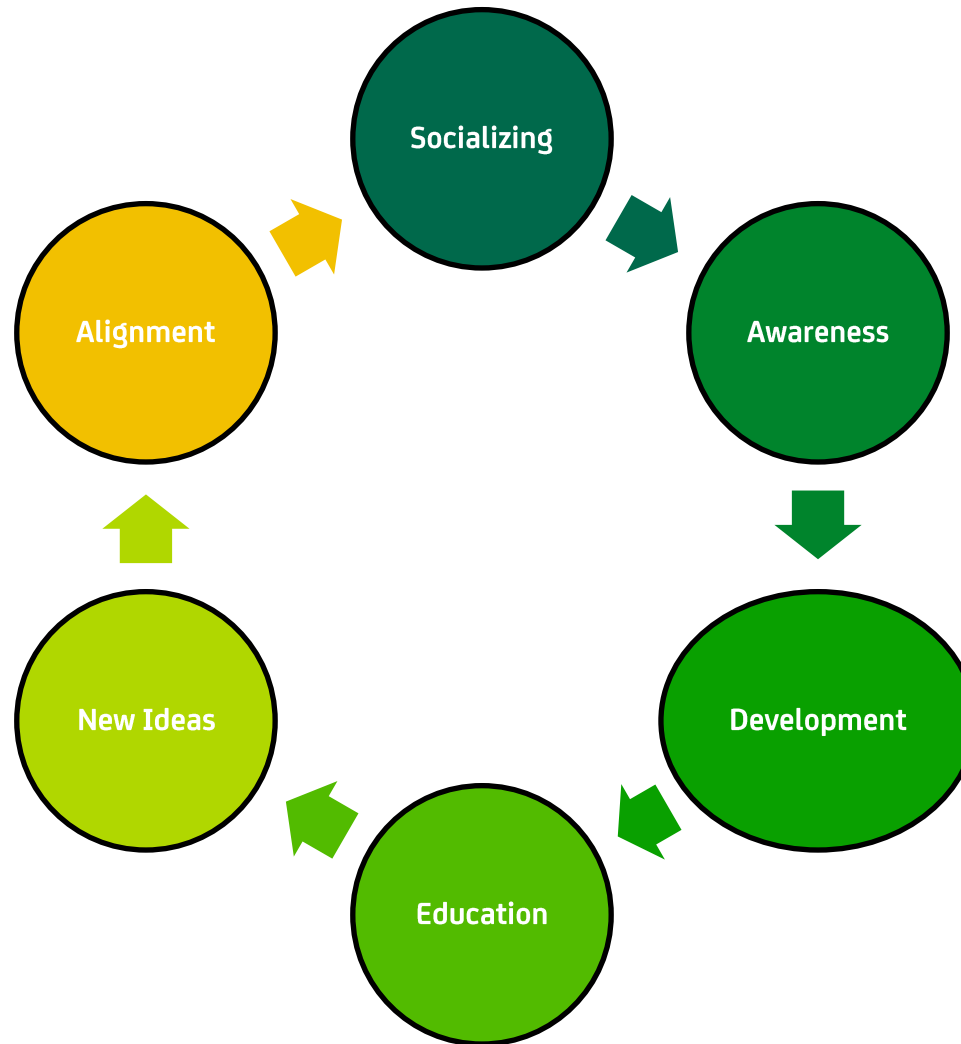


Short



Safe

What's Good about Meetings?



Meetings to Avoid

1. Status
2. All-day*
3. Long Powerpoint presentations
4. Rah-Rah
5. Award ceremonies



* Unless broken up frequently with small group activities

The Right Way to Look at it – the Top Ten

1. Stand up and act indignant. Demand that the boss tell you the 'real' reason this meeting has been called.
2. Spill coffee on the conference table. Produce a little paper boat and sail it down the table.
3. During a meeting, each time the boss makes an important point, (or at least one he/she seems to consider important), make a little noise like you are building up to an orgasm.
4. Stay behind as everyone else, including the boss, leaves. Thank them for coming.
5. Give a broad wink to someone else at the table. In time, wink at everyone. Sometimes shake your head just a little, as if to indicate that the speaker is slightly crazy and everybody knows it.

More

6. Arrange to have a poorly-dressed young woman with an infant quietly enter the meeting, stare directly at the (male) speaker for a while, burst into tears, then leave the room.
7. Bring a hand puppet, preferably an animal. Ask it to clarify difficult points.
8. When there is a call for questions, lean back in your chair, prop your feet up on the table, smile contentedly, and say, "Well, here's the way I see it, J.B..." (or any other impressive-sounding initials that are not actually your boss's.)
9. Complain loudly that your neighbour won't stop touching you. Demand that the boss make him/her stop doing it.
10. Bring a small mountain of computer printouts to the meeting. If possible, include some old-fashioned fanfold paper for dramatic effect. Every time the speaker makes a point, pretend to check it in one of the printouts. Pretend to find substantiating evidence there. Nod vigorously, and say "uh-huh, uh-huh!"

Q&A

Summary and Call to Action

Know

- Who should be there
- Why you are having the meeting
- What you hope to accomplish
- What is next



Thank you

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