Meeting Magic – How to Conduct Successful Meetings

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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
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.
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?
#1. Don’t meet
#2. Plan for success
#3. Mini-meetings
#4. Invite the right people
#5. Start Positive
#6. Invite involvement
#7. Mix it up
#8. Brainstorm
#9. Employ silence
#10. Write it up
The GREAT Meeting Principle

- Goals – meeting and project
- Roles – individual roles
- Expectations – clarify
- Accountability - document
- Timing – deadlines and commitments

Minding the Gaps – Russ Leseberg
But what about virtual?

Small → Short → Safe
What’s Good about Meetings?

1. Socializing
2. Awareness
3. Development
4. Education
5. New Ideas
6. Alignment
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.
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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