

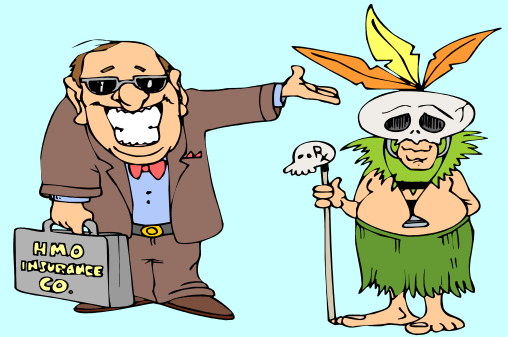
Welcome to Meeting Management for Student Leaders

Presented by
Dennis C. Sweeney
Colleen Cunningham



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Introductions



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Workshop Goals

- At the end of this workshop you will be able to...
 - Plan a meeting.
 - Prepare an effective meeting agenda.
 - Manage discussions.
 - Control a group to reach decisions.
 - Be effective in making task and work assignments.

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Agenda

- Introduction and Overview.
- Managing Meeting Content.
- Managing Discussions
- Decision Making.
- Delegation.
- Discussion.

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RULEZZzzzz

- No Rules.
- Get up and move around if you wish.
- Ask questions.
- Participate.



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Meeting Preparation



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Preparation

1. Have a clear purpose.
 - What outcomes?
 - Be brief.
 - When the outcomes are met – STOP.
2. Remind people.

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THE AGENDA



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The Agenda

- Uses
 - Focus attention.
 - Limit discussion.
 - Manage time.
 - To do list.
 - Outline for recorder.
- Techniques
 - Post publicly.
 - Talk to it.
 - Check off items.
 - Topic keeper.
 - Summarize agreements.
 - Summarize assignments.

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Conducting the Meeting

- Start on time.
- Have a clear starting ritual.
- Don't wait for stragglers.
- Don't review for stragglers.

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Discussion Management

- DO
 - Use praise.
 - Use *Pass the Pencil*.
 - Call on people.
 - Use small groups.
 - Use Positive Alternative Approach.
 - Use anonymous voting
 - Chart discussions.
- DON'T
 - Criticize people publicly.
 - Ignore people.
 - Embarrass people.

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Meeting Killers

- Independent discussions.
- Talkover.
- One-on-Ones.



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Problem Participants



- The TALKER
- The CONFRONTER
- The DRIFTER
- The CREATIVE

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Decision Making



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Brainstorming Steps

1. Have clear issue.
2. Write the issue where everyone can see it.
3. Give time to think.
4. Brainstorm.
5. Write ideas where all can see.
6. Combine similar ideas.
7. Vote on the best ideas.
8. Identify the top ideas.
9. Discuss the best ideas.
10. Vote on or select the best idea.

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Brainstorming

- DO
 - Encourage a lot of ideas.
 - Encourage novelty and creativity.
 - Don't become too involved yourself.
 - Keep the group focused.
 - Use praise and humor.
 - Keep the group moving.
- DON'TS
 - Allow criticism of ideas.
 - Allow criticism of people.
 - Allow excessive dead time.
 - Let one person monopolize the discussion.
 - Let your personal preferences influence the group.

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Negotiating Steps

1. Clearly identify the issue.
2. Allow each person to state his/her opinion.
3. Identify positions and ideas that overlap.
4. List areas of disagreement.
5. Encourage compromise and concession.
6. Seek conciliation and trade off.

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Negotiating

- DOS
 - Focus on agreement.
 - Value disagreement.
 - Keep focus on ideas.
 - Use involving words.
 - State and restate.
 - Use praise and humor.
 - Clarify agreements.
- DON'TS
 - Allow personal criticism.
 - Allow one person to dominate.
 - Encourage alternate ideas.
 - Force your personal preferences on the group.
 - Fail to document agreements.

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Delegating

- What is it?

Getting someone else to do a task you would have done.

- Planning

- What to delegate.
- Selecting person to do it.

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Delegation Steps

1. State or clarify purpose of the project.
2. State the nature of the project.
3. Ask person if he/she has any questions.
4. Deal with concerns.
5. State deadline.
6. Follow up.

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Delegation

- DO
 - Share information.
 - Focus on what has to be done.
 - Give person resources.
 - Give the person the whole task.
 - Set up review times.
 - Give the person credit.
- DON'T
 - Tell the person exactly what to do.
 - Do all of the talking.
 - Fail to point out snags.
 - Hog the glory.
 - Blame.
 - Fail to give person information or resources.

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THE
END

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