

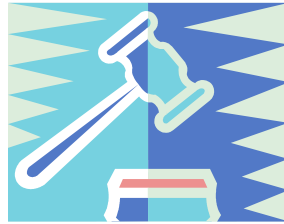


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Right Worshipful Junior Grand Deacon

CONDUCTING EFFECTIVE MEETINGS

Conducting Effective Meetings



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When Meetings Go Wrong...



- Take a few moments to consider the dissatisfying elements of the meetings you attend.
- What are the major problems?
- What typically goes wrong in your meetings?
- How productive does it leave you feeling?
- Were Ground Rules set at the beginning of the meeting?

Today's Objective



- Know when to hold a meeting/when not to
- Be prepared to make all meetings efficient and productive using several components
- Know how to keep things moving
- Plan a purposeful agenda using the three categories of meetings
- List appropriate roles for leaders/members
- Describe the qualities of an effective meeting leader

Definition...

- *A meeting is a gathering of two or more people sharing common objectives where communication (written or spoken) is the primary means of achieving those objectives*

An EFFECTIVE Meeting...

- *Achieves those objectives in a minimum amount of time to the satisfaction of the participants!!*



Critical Components

- Pre-meeting planning
- Environment
- Role Clarity
- Objectives/Outcomes
- Content
- Process
- Evaluation



Meeting Pre-planning

- Is a meeting required? Mandatory?
 - Is this complex or potentially disturbing information I have to share? Is there any way others could misunderstand it? Could others have questions about it? Is it likely to upset anyone? Are there several solutions to this issue? Ex: new policies, new procedures, monthly information...
- Type of meeting?
 - Decision Making – decisions and action (our RCs)
 - Informational – new information shared, Q&A
 - Social – promotes camaraderie, solidifies team spirit

Meeting Pre-Planning

- Who needs to attend?
- Advance meeting notice required? If so, how much advance notice?
- Information required to prepare to participate? (Both participants and leader!)
- Agenda preparation – order of items, timing of issues, key contact , etc.
- Role assignments



Environment

- Some of this we may not be able to control....
 - Room free from distractions
 - Seating arrangements – tables, chairs, stand-up meeting?
 - Size of room
 - AV adaptability needed
 - Comfort for participants

Classic Roles

- **Leader** - keeps things going
- **Participants** — discuss and respond openly
- **Recorder** — notes outcomes and decisions
- **Facilitator** — elicits participation and discussion
- **Timekeeper** — watches time on issues/items
- **Parliamentarian**- assures that Robert's Rules of Order are followed

Note: Whether the people or titles are named, the roles must be played for an effective meeting to take place

Objectives/Outcomes

- **Decision Making**
 - Ideas shared and evaluate
 - Participation and involvement critical
 - Minutes are taken
 - Tangible results shown
- **Informational**
 - Learning takes place - skills, tasks, experiences, today?
 - New policies, procedures, regs, and trends presented
 - Complex concepts addressed
 - Demonstrations offered
 - Shared understanding among group members
- **Social**
 - Awards are presented – Appreciation is noted
 - Positive feedback
 - No minutes taken
 - Teambuilding opportunity

Content – What's Important...

- Prepare an agenda
- Do all participants have the same information?
- Have all participants adequately prepared for the meeting?
- Realistic for meeting agenda time frames?
- Are subject matter experts required?
- Do you need handouts, music, or other resources?

Processes to be Used...

- Parliamentary Procedure (RC, AC)
- Facilitator/ Recorder/ Common Notes (RC, AC)
- Brainstorming (Officer or Special Meetings)
- Simple Voting (RC)
- Consensus (Officer meetings)
- Criterion Ranking Process (Scholarship ranking?)

Balancing Content, Process & People...

- Encouraging Discussion
- Handling Difficult Situations
- Managing Conflict & Confrontation
- Task Functions
- Maintenance Functions

All are important, and a lodge officer must learn how to be effective at all of them

Resources for You...

- How to Make Meetings Work, Michael Doyle and David Straus. Jove Books, 1983
- 50 Ways to Build Team Consensus, R Bruce Williams. IRI Skylight Publishing, Inc., 1993
- 25 Activities for Teams, Fran Rees. Pfeiffer & Company, 1993
- The Team Memory Jogger, Goal/QPC Publishing, 1994
- Mastering Meetings: Discovering the Hidden Potential of Effective Business Meetings, 3M Meeting Management Team with Jeanine Drew. McGraw Hill, 1994
- The Manager's Pocket Guide to Effective Meetings, HRD Press, 1998

Since we're into peace and harmony...

What should every meeting have??

Every meeting should have a PAL!!

P – PURPOSE

A – AGENDA

L – LIMITED TIME FRAME

Key Points - Extending This to the Lodge

- You need an agenda; chances are, it's already in your by-laws
- You can do degree work following the RC
- You can shorten the meeting with pre-published agendas, minutes, and reports
- The time saved can be spent in fellowship

Consider Some Examples...

- Local Lodge
- Grand Lodge Committee
- Grand Lodge Board of Directors



Thank You!!