

# EFFECTIVE MEETINGS

CACEE 2014

Facilitated by:  
Erin Scheel, College Pro

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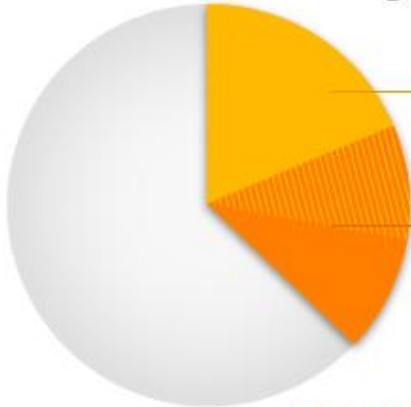
# OUTCOMES

- Understand Meeting Types
- Consider yourself and how you relate and lead in meetings
- Discuss different meeting tools
- Have a clear take-aways to improve future meetings



# HOW MUCH OF YOUR TIME IS SPENT IN MEETINGS?

Employees spend **37%** of their time in meetings



...and participants feel that **25-50%** of those meetings are wastes



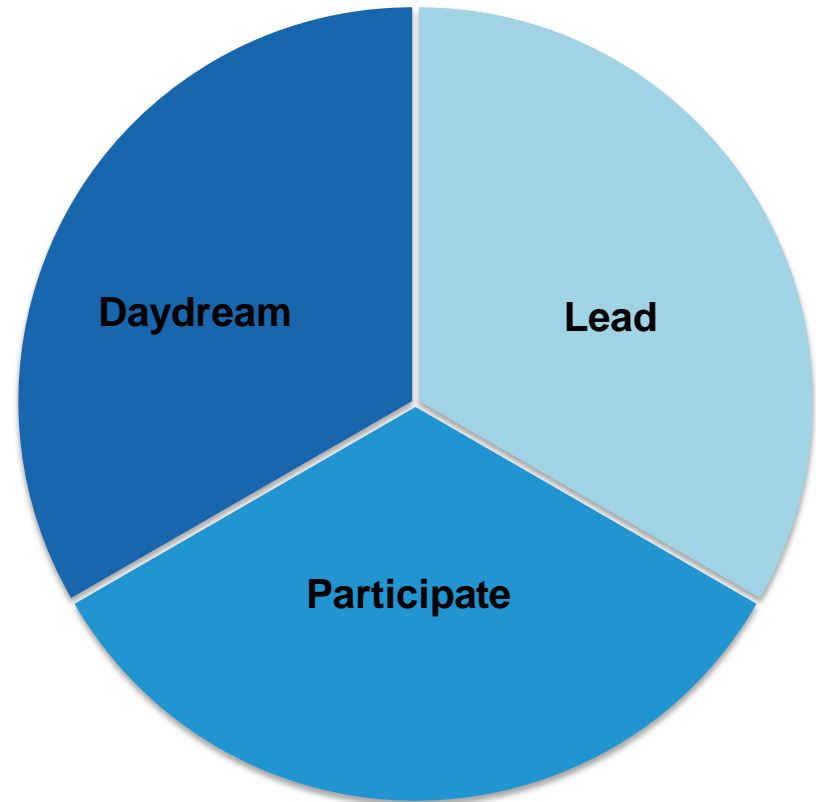
$$\text{BAD MEETING} = \frac{\text{TIME WASTED}}{\text{TIME SAVED}} + \text{SNACKS}$$

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# Meetings – in your world

- Format
- Purpose
- Length
- Number of people



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# Meetings – in your world



Participation  
Openness  
Volunteers  
Clarity on P&O  
Action Steps



Black Hatters  
Unprepared  
Distractions  
Wrong timing  
Venting

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# COMPETENCY MODEL

- Meeting plan
- Participant preparation
- Meeting environment
- Opening of the meeting
- Ongoing meeting management
- Closing of the meeting
- Follow up
- Was the meeting effective?

## EFFECTIVE MEETINGS COMPETENCY MODEL

**Purpose:** The purpose of the Meeting model is to enable personnel to hold

**Coach** \_\_\_\_\_ **Learner** \_\_\_\_\_ **Date** \_\_\_\_\_

Area	Rating
1) <b>MEETING PLAN</b>	1 2 3 4 5
a) Clear purpose	
b) Clear outcomes	
c) Defined meeting type	
d) Type of decision is outlined	
e) Emotional tone is considered	
f) Appropriate participants	
g) Meeting plan is done	
h) Time is sufficient	
2) <b>PARTICIPANTS PREPARATION</b>	1 2 3 4 5
• Meeting plan is communicated & timely	
• Preparation is appropriate & timely	
• Logistics are clear	
3) <b>MEETING ENVIRONMENT</b>	1 2 3 4 5
• Technology works	
• Logistics executed	
• All materials needed are on hand	
• 'Feel' of the environment fits with meeting type	
• Seating layout fits with meeting and decision type	

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# MEETING TYPES

1. Status Arena

Eg. Review results to date

2. Information Share

Eg. Important or Confusing info

3. Skill Development Meeting

Eg. Classroom teaching

4. Creative Discussion

Eg. Generate options, no decision

5. Creative Decision

Eg. Options + Decision. Complex

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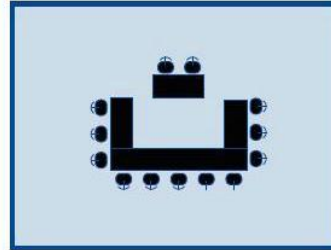


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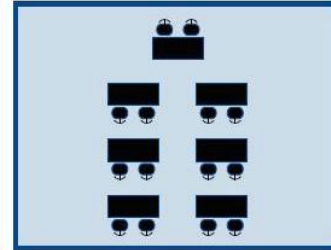


# PLANNING & HOLDING MEETINGS

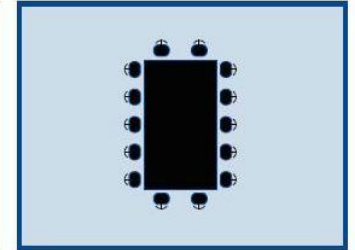
1. Purpose
2. Participant Input
3. Agenda
4. To Do's
5. Physical Set-up



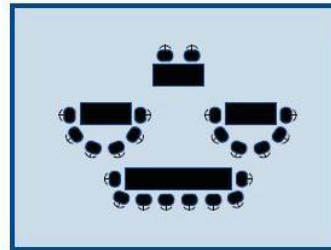
U-shape



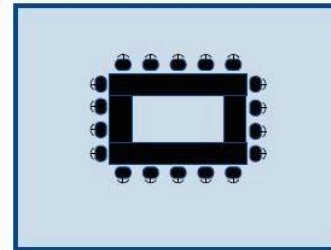
Classroom style



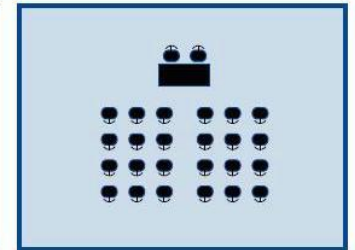
Boardroom style



Cabaret



Hollow style



Theatre style

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# YOUR STYLE

- What is your meeting style?

Aggressive

Silent

Abusive

Rambling

Sniping

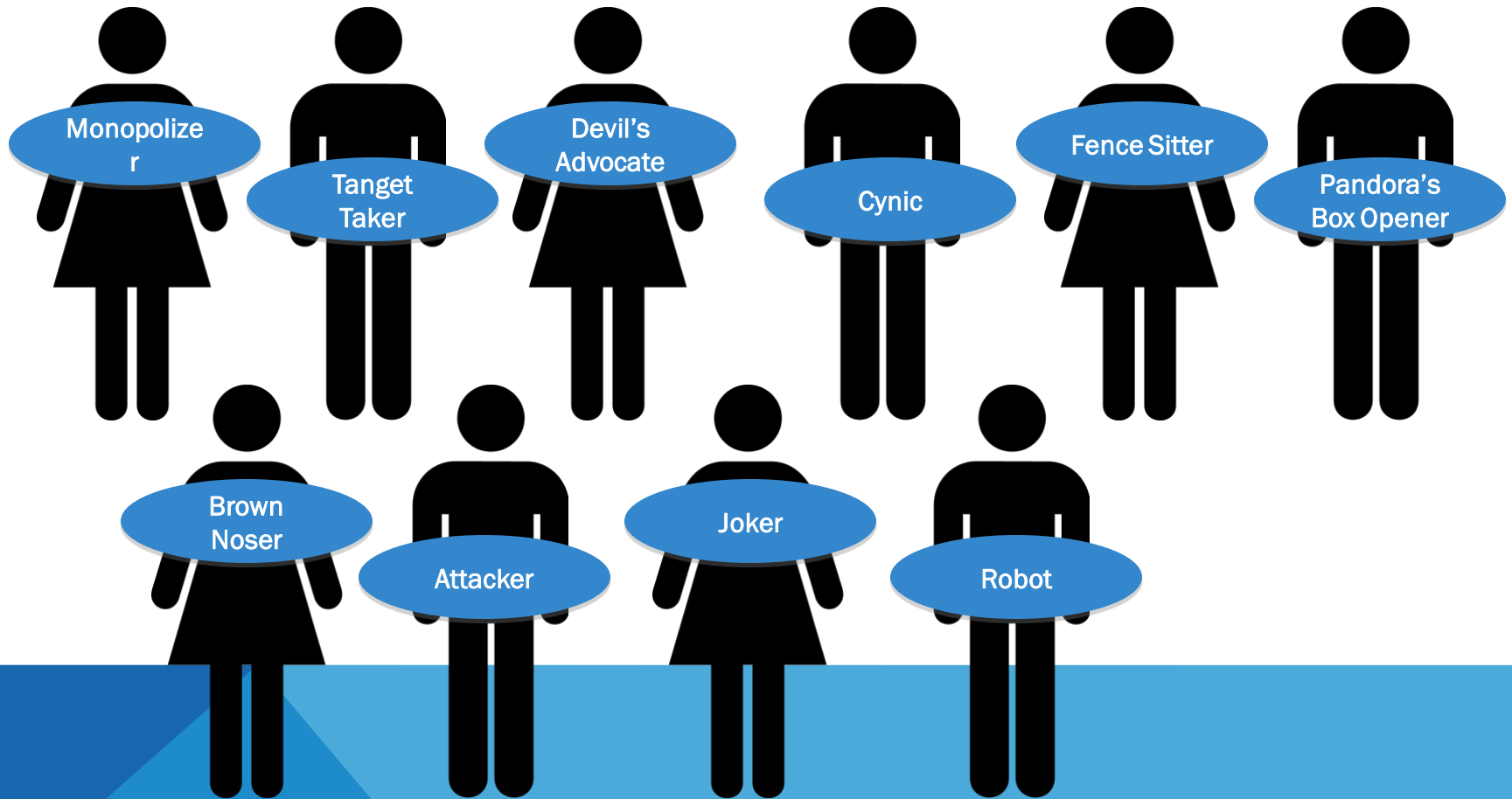
- What are the implications of your style?
- How can you use your style to your advantage in meetings?

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# The 10 people you'll meet in a business meeting



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# MEETING MANAGEMENT

1. Keep focus on objectives
2. Engage / Call on all meeting participants
3. Share the love
4. Breaks as needed
5. Respect time: start on time, end on time (or early)

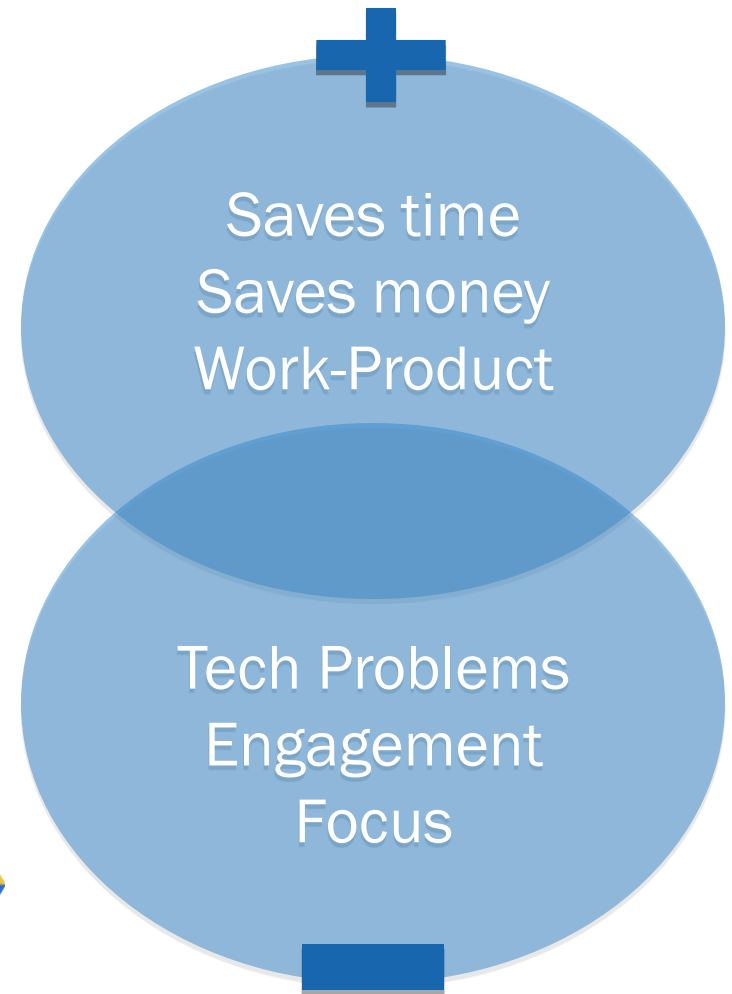
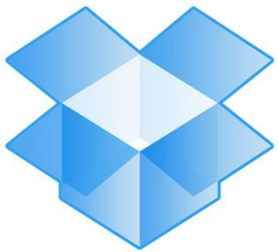
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# NEW TECHNOLOGIES

- In Person vs. Virtual?
- Tracking documents
- Recordings



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# SUMMARY



PURPOSE

FORMAT

ACTION

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# Q&A

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Questions | Comments | Follow-up | Slide Deck

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