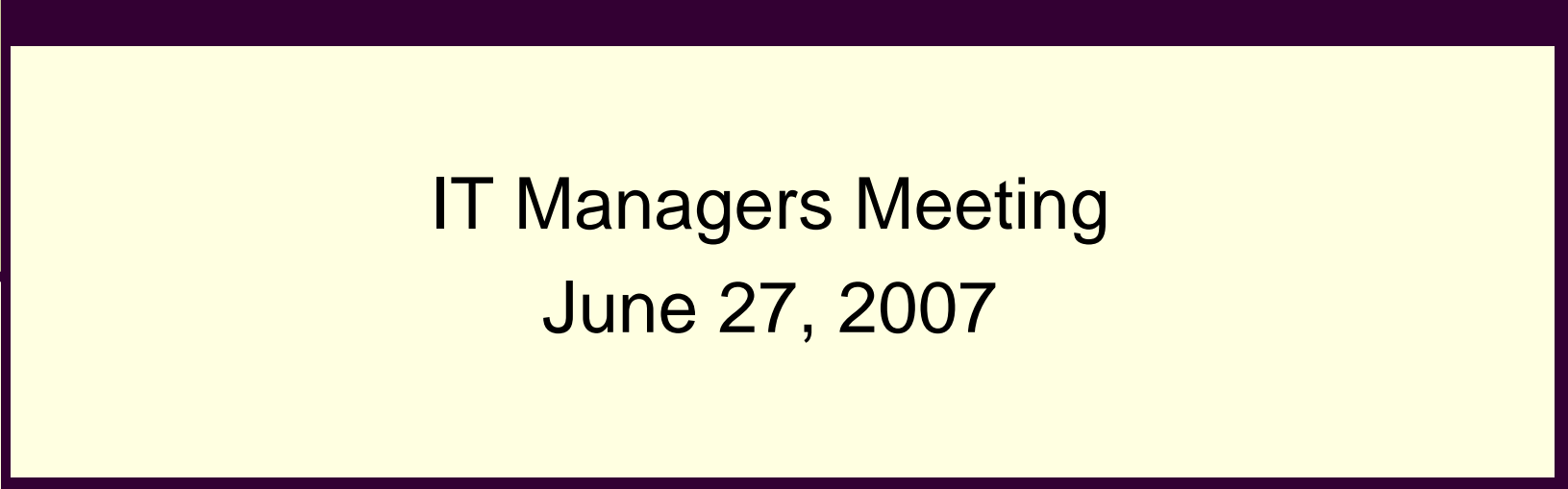





Meeting Management Tips



IT Managers Meeting
June 27, 2007

Pre-Meeting Planning

- Do you need a meeting? Will other venues work instead?
- Have a clear meeting objective
 - What do you hope to accomplish by holding the meeting
- Who will participate?
 - Whose input is needed
 - Who's needed to make a decision
 - Whose buy-in is needed to move forward

Create a Solid Agenda

- Prepare the agenda in advance
- Assign realistic time frames to each agenda item
- Prioritize agenda items in importance to most participants
- Send the agenda to participants in advance
- Send any pre-work (charts, graphs, reading material) in advance of the meeting

Establish Ground Rules

- Start and end meetings on time
 - Don't repeat what was already covered if people arrive late
- Hold one conversation at a time
- Honor points of view that are different than yours
- Don't interrupt
- Speak openly and honestly

Ground Rules (continued)

- Stay on topic (focus)
- Wrap up meetings with a clear statement of the next steps (action items)
- Review who is responsible for each action item

Meeting Mechanics

- Meeting Note Taker:
 - Someone other than the meeting chair
 - Send minutes to all invitees within a few (2 or 3) days of the meeting
 - Include all decisions, action items, identify each person responsible for completing action items, and state the due date for each action item

Meeting Mechanics (continued)

- Meeting Chair:

- Follow up with each person who has an action item mid-way between meetings
- Establish “accountability for results” where each person is held responsible for completing their assigned tasks by the due date
- Report on progress and outcomes at the next meeting and expect results

Meeting Mechanics (continued)

- Meeting Participants:
 - Arrive on time and come prepared
 - Help keep meetings focused and on topic
 - Avoid side conversations
 - Don't let the meeting run later than planned

Summary

- Prepare for each meeting in advance
- Create a solid agenda
- Establish ground rules early
- Expect accountability, come prepared
- Follow up between meetings
- Assign responsibility for note taking
- Send meeting notes within a few days of the meeting

Resources

- “Basic Guide to Conducting Effective Meetings” by Carter McNamara
 - <http://www.managementhelp.org/misc/mtgmgmnt.htm>
- “Effective Meetings Produce Results: Tips for Meeting Management” by Susan Heathfield
 - <http://humanresources.about.com/od/meetingmanagement>

Resources (continued)

- “Anatomy of Great Meetings” 3M Meeting Network
 - http://www.mmm.com/meetingnetwork/readingroom/meetingguide_anatomy.html
- “The 6 Golden Rules of Meeting Management” GovLeaders.org
 - <http://www.govleaders.org/meetings.htm>
- “Meeting Management Skills” University of Iowa
 - <http://research.uiowa.edu/pimgr/?get=meetings>