

Effective Project Meetings: Polishing Your Skills

**AGCA Fall Conference
NE Building Chapter
November 11, 2010**

Sole Purpose Today:

- To cause you to change for the better

How?

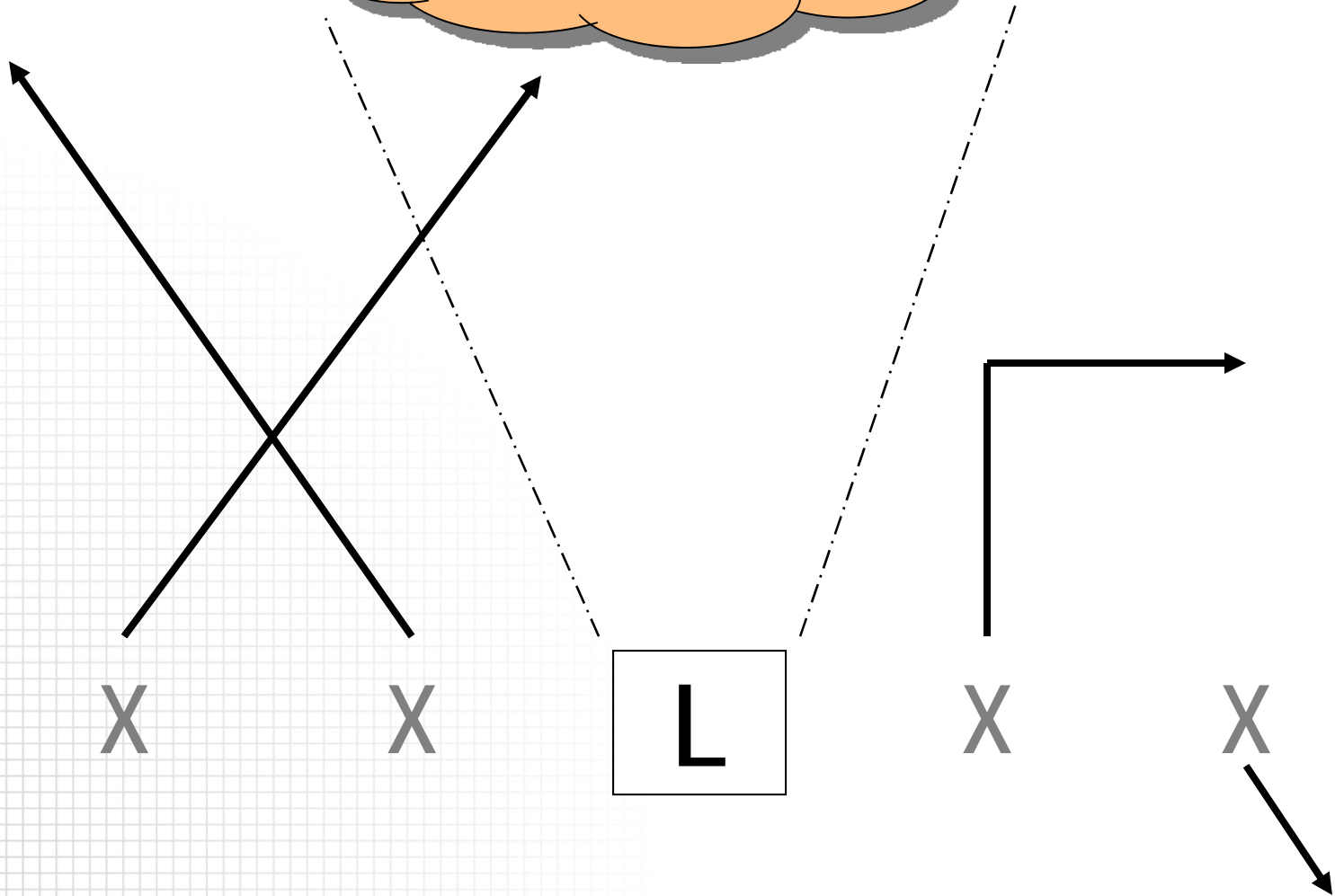
- Look for little things
 - ... subtle, "slight edge" improvements
- Identify 1-2 bits of information ... interesting
- Commit to applying or testing 1-2 specific ideas or behaviors within next 7 days

**Don't let the clutter keep you
from learning ...**

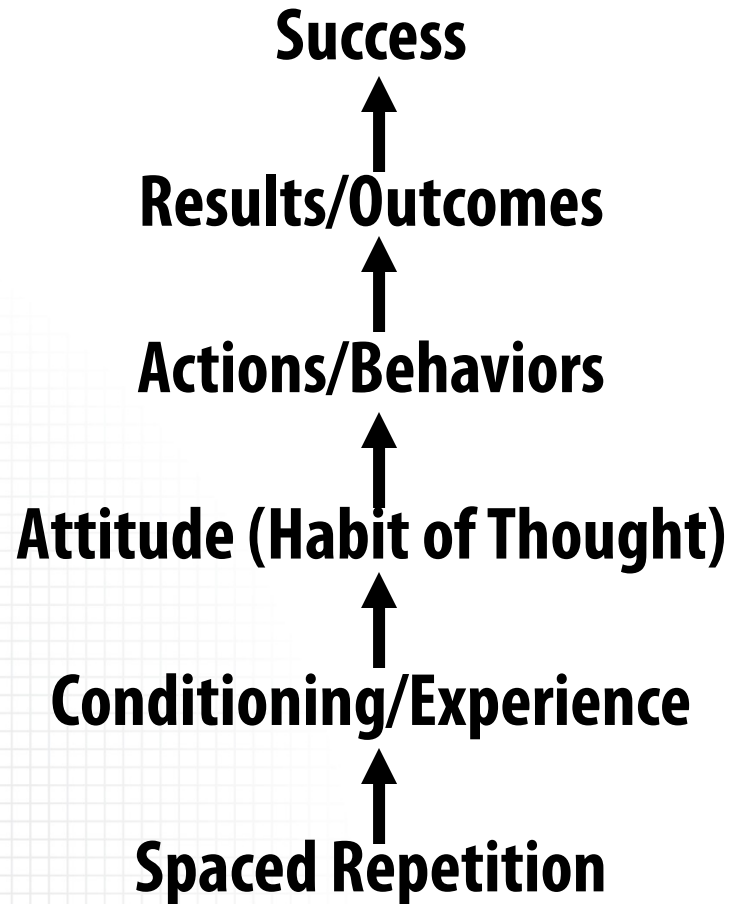
**Focus on NEAR TERM &
APPLY IMMEDIATELY...**



Direction



Success Chain



Importance of Planning and Having Effective Meetings

- ✓ **The “Why” addressed in pairs**
- ✓ **Amount of time spent in meetings!**
More internal staff or external mixed group?
- ✓ **Agenda out at least 3 days ahead**

Effective meetings = less need to address issues and be reactive!

Phases and Elements of Effective Meetings

- ✓ **Begin with the End in Mind ...**
- ✓ **Cover the details!**
- ✓ **Recap – who is responsible, for what, by when**

“Tell Them” (at least three times)!

Human Dynamics in Meetings

- ✓ **Success Chain ... don't assume!**
- ✓ **Stages of Group/Team Development ...form, storm, norm, perform, transform**
- ✓ **Communication is not just 2-way!**

Effective meetings = dynamics understood!

Importance and Role of Meeting Minutes & Recorder

- ✓ **Capture notes immediately**
- ✓ **Keep them professional**
- ✓ **Distribute within 24 hours ... and request changes within 24 hours!**

**Effective meetings = timely notes ...
dedicated person, if possible!**

Impact of New Technologies on Meetings

- ✓ **Fundamentals are the same!**
- ✓ **Doodle.com (meeting scheduler)**
- ✓ **Go-To-Meeting & Skype (webinar svcs)**
- ✓ **MicroSoft Office Live (online file share)**

**It still takes clear communication ... all
the basics apply!**



Importance of Planning and Having Effective Meetings

- ✓ 1 meeting per day
- ✓ 5 minutes wasted in a meeting
- ✓ 6 people in the meeting

120 Man-Hours lost = 3 weeks/year!

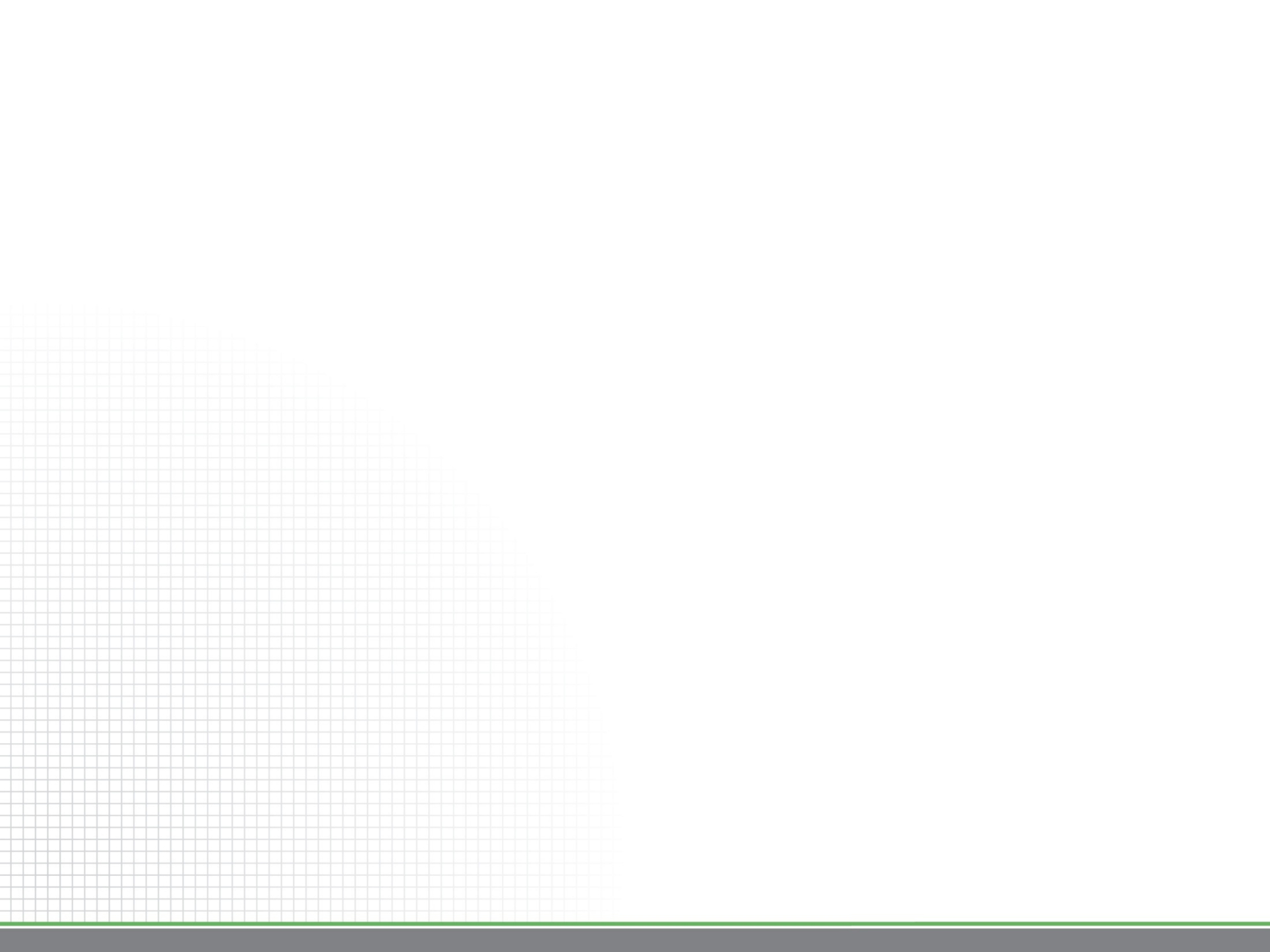
Phases ... of Effective Meetings

- ✓ Tell them what you are going to tell them
- ✓ Tell them
- ✓ Tell them what you told them

Spaced Repetition is a beautiful thing!

... Elements of Effective Meetings (Right Hand)

- ✓ **Thumb: Victories & progress**
- ✓ **Little: Purpose of meeting & topics**
- ✓ **Ring: Specific topics**
- ✓ **Middle: Time slot for each topic**
- ✓ **Index: Who is responsible, for what, by when**



Human Dynamics in Meetings

- ✓ **Mind Wander ...**
- ✓ **Total Message ...**
- ✓ **RIGHT is relative!?**

Observed impact in your meetings?

Take a look
at your left hand ...
point it at somebody else

Middle ...

SOMEONE TO BELIEVE IN:

- ✓ **Role model for others to follow**
- ✓ **Do what you say, say what you do**

Is not as easy as it sounds!

Little ...

SOMETHING TO BELIEVE IN:

- ✓ **The products, the services**
- ✓ **The physical, observable aspects**

This is often given too much credit & emphasis ... it is important!

Ring ...

SOMEONE TO BELIEVE IN THEM:

- ✓ **The need to be heard**
- ✓ **The need to be understood**
- ✓ **The need to be valued**

Commitment is rooted in this area!

Before you pull the trigger ...

- ✓ **MIDDLE: Someone to believe in**
- ✓ **LITTLE: Something to believe in**
- ✓ **RING: Someone to believe in them**

If do these things ... it's time.

Importance and Role of Meeting Minutes & Recorder

- ✓ **6-month rule ... specific**
- ✓ **“Outline of ... Proper Documentation” by Erin Ebeler/Woods & Aitken**
- ✓ **Document ... cannot rely on memory!**

Effective meetings = it's about being Quick, Correct, and On-time!

Impact of New Technologies on Meetings

- ✓ **Fundamentals are the same!**
- ✓ **What are you using?**
- ✓ **Have you tried CopyTalk.com?**

**These are primarily efficiency tools ...
keep eye on effectiveness!**

Personal Commitments

>>> 2 specific ideas/behaviors to act upon

Focus on what's in your control.

"There is no try ... only do and do not"

-- Yoda

Your Next Level of Success

Mike Anderson

Beth Bartek

Julie Gade

Patty Marmie

Boyd Ober

John Radway

Paul Rieken

Ali Schwanke

Dan Sedor

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