

Managing Effective Meetings

Christina Kaya

WWW.KAYACO.COM

“Meeting”

- Directive (presentation & discussion)
- Planning
- Problem solving
- Gripe session
- Blackberry ketchup

Managing “Group Think”

...psychology of groups

Managing Effective Meetings

...managing group dynamics

- I. Leading the meeting
- II. Managing the group
- III. Determine decisions & results

Leading The Meeting

- Kick-off is crucial – establishes leadership!
 - Start on time (End on time!)
 - Make an entrance
 - Begin with clear opening statements
 - Purpose
 - Objectives
 - Expected results or decision
 - Expected action to be taken by participants

...leading the meeting

- Watch pacing
 - Start with shorter, easier issues
- Ensure equal contributions
 - Avoid dominance by few
- Clarify when necessary

...leading the meeting

- Use physical cues to lead
 - Standing position
 - Use the space in the room
 - Establish “anchors” for group

II. Managing The Group

- Group Dynamics

- Size of group

- Strangers or familiar

- What's at stake?

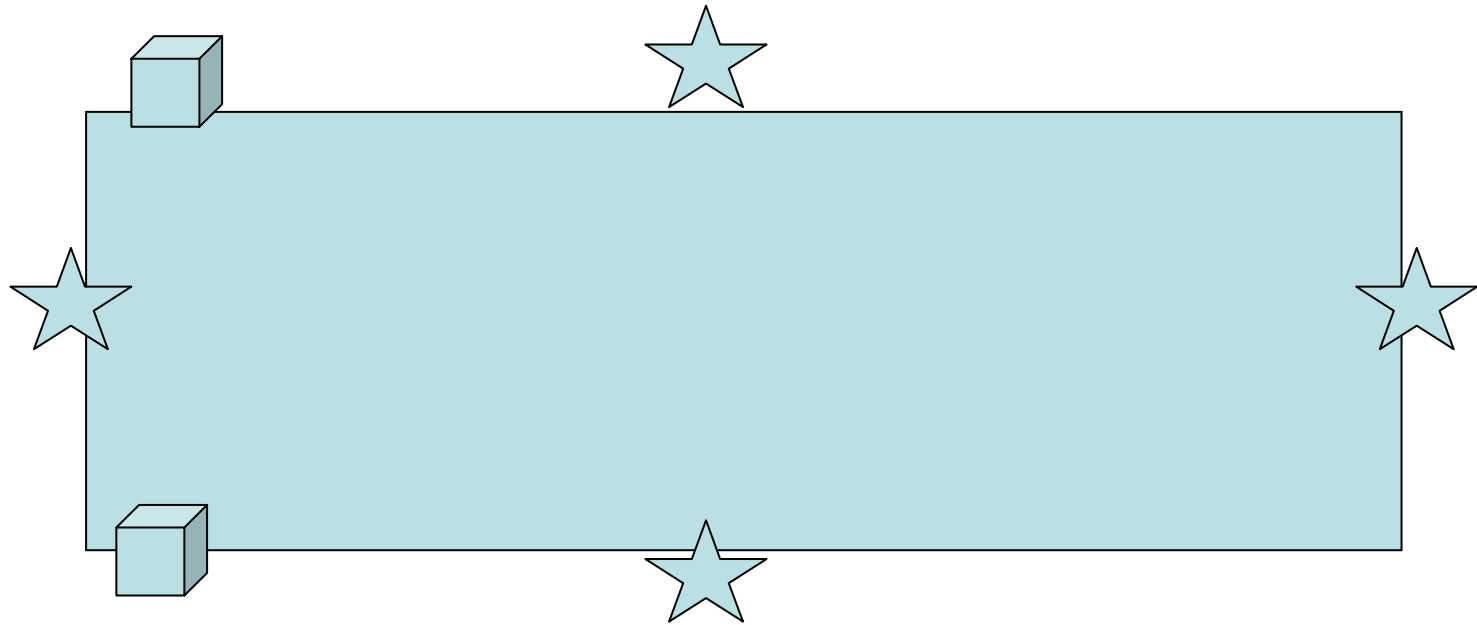
...managing the group

Dreamers

REALISTS

Critics

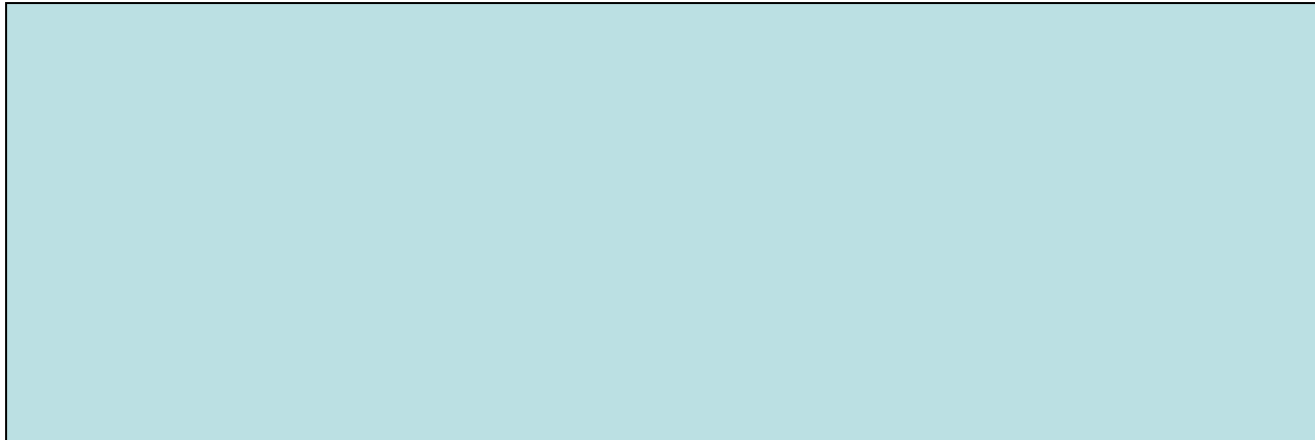
...managing the group



...managing the group

- Use name tents, if necessary
- Get your allies to arrive early
- Bring “stuff” to take up power places

...managing the group



...managing the group

Use the space to facilitate the meeting.

Move to keep the circle “open” or “closed”.

Move back to “power position” to take back control.

...managing the group

Your
“presence”

...managing the group

- Initial momentum is important
 - Don't leave it to chance!
 - Prepare ... with comrades
 - Remember "The Lone Ranger"

...managing the group

“GROUP THINK”

Some final wisdom...

...if your strategy doesn't

work ...



How To Sneak Out Of A Meeting

- Express interest
 - *“I can’t wait to see what Phil has to say”*
 - *“Which room is the meeting in?”*
 - *“Look forward to seeing you at 2:00.”*

...how to sneak out of a meeting

- Call attention to yourself in the meeting
 - *“Could you elaborate on that point?”*
 - *“Boy this coffee goes right through me!”*
 - *“I have some relevant notes at my desk.”*

...how to sneak out of a meeting

- **Make your escape**

...the third time,

don't come back!



Managing Effective Meetings

Christina Kaya

WWW.KAYACO.COM
