

# Running an Effective Meeting – Meeting the Challenge!

## Bob 'Idea Man' Hooley

Tired of sitting through ineffective, ill prepared, poorly led and boring meetings? I know, over the years, I've endured more than a few of these.

**Meetings can and should be effective tools to leverage accomplishment and resources** - one of the most effective uses of our time is working together to tackle the larger goals we would never accomplish alone.

Some of my most satisfying successes, professionally and personally, have come from working with an effective team. Part of that effectiveness was evident in our meetings. They were focused, they were fun and they were only called when needed.

Whether you are hosting a board or committee meeting, an Annual General Meeting, monthly membership meeting, a training event or a full blown conference – your success is dependent on three critical foundations or components: **Purpose, Planning (or Process) and People.**

No matter where or how you volunteer your time, you *can* get a better return on your time investment – come learn how! I'm excited about the time we will be spending together in Groton in just a short while.

One of the areas I'd like to explore with you is the **triple 'P' factor**, as it relates to *effective* meetings. One of the most critical components of an effective meeting is defining in advance its **purpose** for being called. What do you hope to accomplish before, during and as a result of the meeting? What kind of meeting is it?

The kind of meeting and its purpose will impact the style and pace. We'll delve into these points during our time together, so come prepared to ask questions and share your *best practices* with your counterparts from around the state.

What **planning** do you need to have in place for each meeting? What **processes** have you developed to help each of your team members or attendees maximize their time? What do you need to do, confirm, follow up, delegate or eliminate in the process and the planning? What have you learned from previous meetings and what processes have you changed or instituted as a result of that learning?

As a friend of mine reminds me... ***if I have a problem, make it a process and it ceases to be one.*** Have you developed some crucial checklists for each type of meeting you are conducting? I will be discussing several of these and will be making them available for you following our time together.

**People** can be the most interesting component in any meeting, can't they? You can leave a meeting feeling energized, on target and excited about the time you just invested; or you can leave pulling your hair and brushing off your resume. 😊

Come prepared to share your successes and challenges. We will discuss how to *invite* the correct people to each meeting, how to more *fully involve* them prior to the meeting, as well as during and following its conclusion.

We'll chat about how to deal with the challenges and the **'tourists'** we inherit. I've experienced a few war stories of my own over the years. I will share some of the lessons I've garnered to help you leverage your time and your effectiveness.

I plan on being on-site (**All day - Wed Dec 1st**) prior to our time together on Thursday morning (Dec 2<sup>nd</sup>). I'd be happy to chat with any of you prior to our meeting. If you have any particular stories, challenges or ideas, you can share them with me prior to my flying out. Send your comments to me at: **bob@ideaman.net**