

Meeting Makeover

From Frankly Frustrated to Positively Productive!

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Frankly Frustrated, feeling like you have to wade through it...



To Positively Productive: wear your
S&M shoes... *sit & meet!*



Selecting Meeting Participants

- Dependent upon what you want to accomplish
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Let's take a step back

- The real first step in effective meeting planning is to determine WHY a meeting is needed!
 - Do you want a decision?
 - Do you want to generate ideas?
 - Are you getting status reports?
 - Are you communicating something?
 - Are you making plans?
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Moving forward

- We know why we want to meet
- We know who needs to be there

It's time to develop the agenda!

Developing Agendas

- State desired outcome
 - List activities to reach that outcome
 - Next to each topic, include the type of action needed
 - Next to each topic, include a time estimate for addressing each topic
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Considering your agenda

- Priorities – what absolutely must be covered?
 - Sequence – in what order will you cover the topics?
 - Date and Time – when will the meeting take place?
 - Place – where will the meeting take place
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Invite Attendees

Include the agenda with your email, IM, or print meeting invitation

Opening Meetings

- Start on time
 - Review agenda, clarify if needed
 - Model the kind of energy & participation needed
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Ground Rules

- Participate
 - Get focus
 - Maintain momentum
 - Reach closure
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Time Management

- Keep moving!
 - Strategies:
 - Ask attendees to help you keep track of time
 - If timing is getting out of hand, present it to the group & ask for their input as to a resolution
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Closing a meeting

- Come to resolution!
 - End on time
 - Review action items & assignments
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Post-meeting activities

- Evaluate, assess
 - What went well, what could have been done better?
 - Distribute meeting summary
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Thank you!

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