



Rocky Mountain Project Management Symposium
Navigating the Waves of Change: Learn. Lead. Succeed.

Effective Meeting Management

How to Handle Meeting Mishaps
and Prevent Poor Presentations

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Productivity Grid

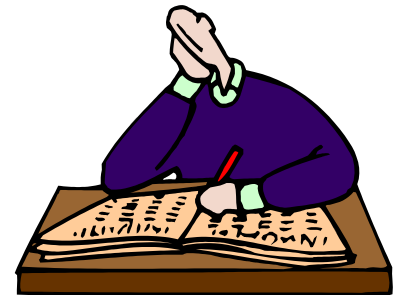
Disengaged Competent	3	2	Engaged Competent
Disengaged Incompetent	4	1	Engaged Incompetent



Conducting Effective Meetings

Understanding Others

- What are your meeting pet-peeves?
- In your experience, what disengages individuals the most in meetings?





Reasons for Meetings

- Group decisions or resolution
- Development
- Sell
- Inform



Most Common Meeting Atrocities

- The Filibusterer
- The Wall Flower
- The Hatfields and McCoys
- The Artist
- The Social Loafer
- The Passive Agree-er





Atrocities and Styles

- Navigator
 - Controlling the Conversation
- Social Servitor
 - Active Listening
- Explorer
 - Directive Discipline & Reminders
- Worker
 - Thoughtful Decision/Brainstorming Alternatives
- Practice, Practice, Practice



Importance of the Agenda

- Reason for the meeting
 - (concrete/realistic goals)
- Definition of roles, if any
- Bullet points, not numbers
- Rules of agreement
- Schedule
- Follow-up procedures





Meeting Nightmare

- Think of a nightmare meeting you have experienced before (as a participant or leader)...
 - What problems occurred in the meeting?
 - What issues continued as a result of the meeting?
 - What was the outcome from the meeting?
 - Was the meeting productive?
 - What was the size of the group?
- Small Groups: Brainstorm



Your Future Meeting

- Structure Your Meeting
 - Who is involved? What is the reason?
Design your agenda... How will you handle problematic participants?

Brainstorm & practice, practice, practice!





The Post-Meeting Follow-Up

- Navigators
 - End result, deadline, importance
- Social Servitors
 - Stress responsibility, importance with others, face to face
- Explorers
 - Reminders, check-in, independence
- Workers
 - Detailed time-line, final reminder, email



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Wrap Up

- Practice, Practice, Practice!!!
- Questions
- Evaluations

Thank you!

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