Objectives

• Learn about strategies for structuring teams so that meetings can be effective
• Learn about processes that teams can use to ensure effective meetings
• Learn about strategies that team leaders and others can use to facilitate effective meetings
Essential Questions

- What are some characteristics of effective meetings?
- What structures and processes can be used by teams to ensure that their meetings are effective?
- What facilitation skills can leaders and other team members use to encourage members to participate in effective meetings?
Agenda

• Generating ideas for conducting effective meetings: A “Think, Pair, Share” Activity (15 minutes)

• Presentation and discussion of strategies for promoting effective meetings (25 minutes)

• Group problem-solving (20 minutes)
Opening Discussion

• Think about a meeting that you’ve been to lately that you consider to have been effective.

• How do effective team meetings contribute to collaboration?
Think, Pair, Share Activity

• Individually, list as many ideas as you can about factors that contribute to effective team meetings.

• In pairs or triads, talk about your ideas and identify five ideas that and your partner consider most important to effective team meetings.

• Share your ideas with the whole group to begin thinking about tips for conducting effective meetings.
Effective Meetings Need to Have:

– Good structures
– Good processes
– Good leadership/facilitation
Creating Strong Structures

• Teams need to decide how they will be structured to conduct their business
  – Decide on regular meeting times
  – Identify group norms and purpose
  – Decide how meetings will be conducted (e.g., use of agendas and roles, etc.)
  – Talk about how decisions will be made (e.g., consensus, democratic, etc.)
  – Talk about how members will communicate between meetings
Creating Productive Processes

• Use agendas with timelines
  – Have the group agree on the agenda ahead of time, or
  – Come with a partial agenda and ask for input
  – If there’s too much to do, prioritize and stick to your timelines
• Use roles and share them when possible
  – Typical roles include: facilitator, recorder, timekeeper
  – The facilitator’s role can be shared, even if there’s one “official” leader
  – Shared roles help to create a sense that all members are equally valued
• Find ways to develop trust and a sense of shared responsibility
• Pay attention to the use of good communication skills
  – Build in processing time to discuss what the group is doing well and what needs to be improved
Paying Attention to Leadership and Facilitation

• Remember to balance the task and relationship aspects of collaboration
  – Focus both on getting tasks done and developing good relationships
  – Try to read the energy of a group and adapt as necessary
  – Use humor—wisely
• Use your role to help develop a sense of equity among team members
  – Encourage equal participation among all members
  – Remind members that participating means listening as well as talking
• Use your role as a way to identify when decisions are being made
  – Note the difference between “discussion time” and “deciding time”
• When necessary, step in to help resolve conflict and/or to help in doing so
Problem-Solving Activity

• Think about some times when team meetings have not been effective.
• Describe to the group: What happened and why you saw this as a challenge.
• Group members: Drawing on your own experiences as well as today’s discussion, generate alternatives to the situations described.
• **Final thoughts:** What are two or three things you learned as a result of today’s activity?