

HOW TO
RUN EFFICIENT
AND EFFECTIVE
MEETINGS

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MONTÉC

WELL
WOMEN'S
BUSINESS
CENTER

AMERICA'S
SBDC

1

MANAGING ALONE

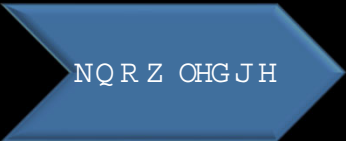
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MANAGING WITH MANY



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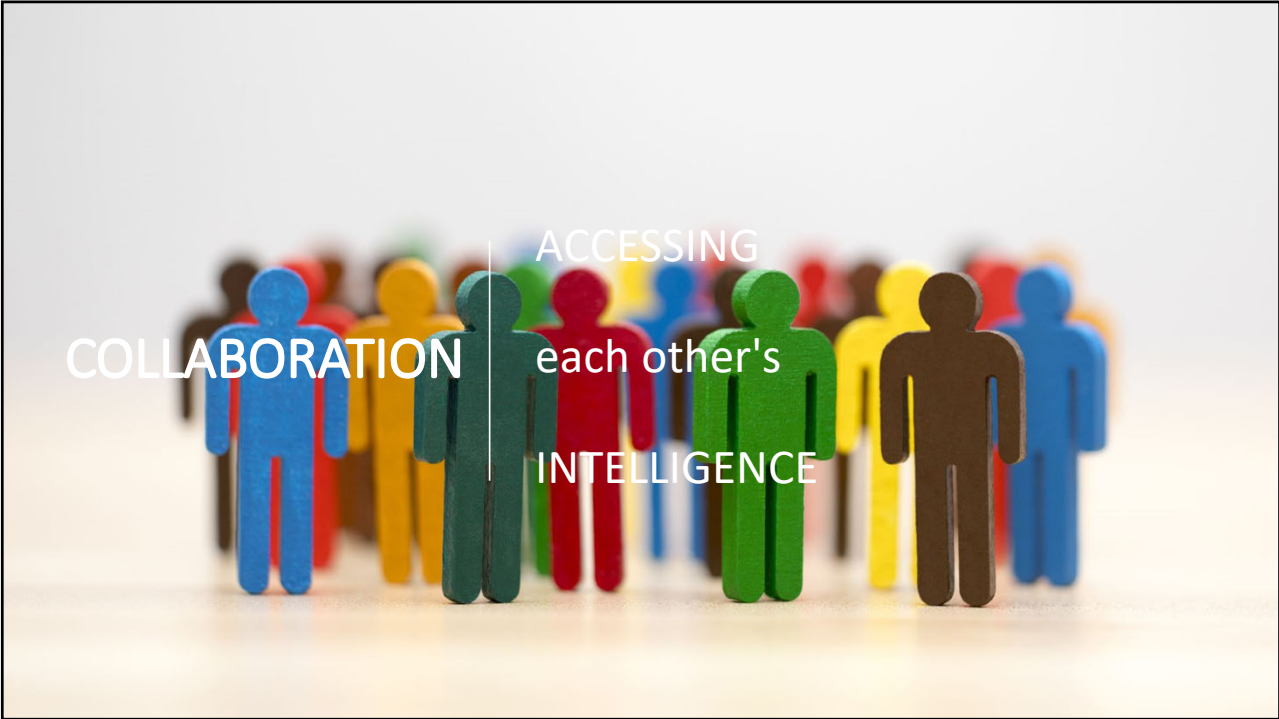
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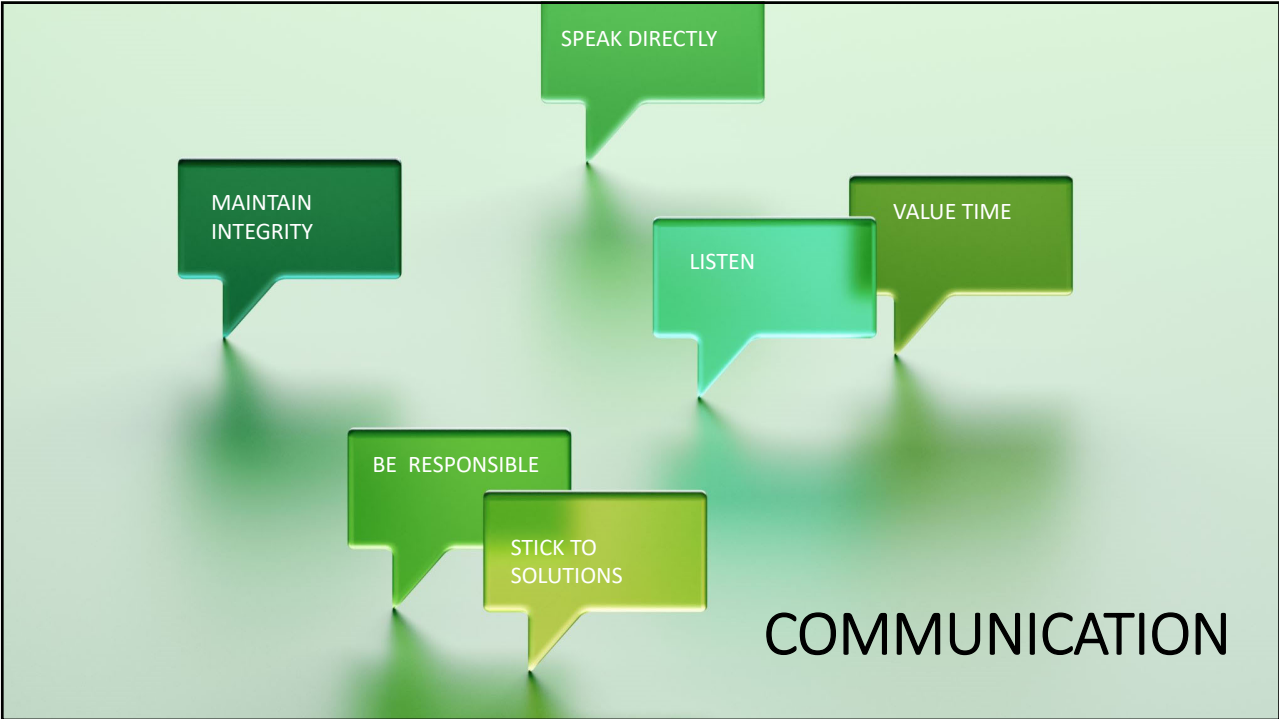
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WHAT IS DIRECT COMMUNICATION?

SPEAKING WITH INTENT TO COMMUNICATE

AVOIDING CONFUSION OR AMBIGUITY

ASKING FOR CONFIRMATION AND CLARITY

EXPRESSING YOUR NEEDS -NOT ASSUMING OTHERS CAN PREDICT



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THE VALUE OF TIME




Meetings require individuals to contribute their **TIME** to the team

Collaborative time with your team should be the most **PRODUCTIVE** work you do

Improving communication will improve the **EFFICIENCY** of the team

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FOCUS ON SOLUTIONS

IDENTIFY the necessary information about the PROBLEM

LISTEN to IDEAS from the many MINDS of the team

LEAVE past issues in the PAST



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DEFINING INTEGRITY

THE FIRM ADHERENCE TO A CODE OR VALUES

- *Being TRUE to our VALUES and ourselves*
- *KEEPING our COMMITMENTS to others and ourselves*

INTEGRITY GIVES US POWER!


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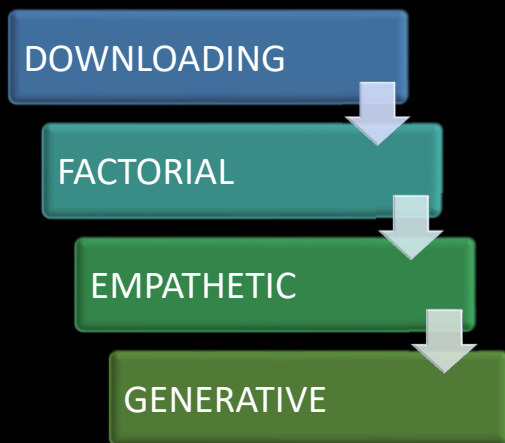
What happens when we DON'T take Personal Responsibility?

- We **BLAME** others or circumstances for our situation
- We **MAKE EXCUSES** for why we didn't produce the result we wanted
- We **CONVINCE** ourselves that it wasn't in our control

A circular, abstract image with a complex, swirling pattern of colors including red, orange, yellow, green, blue, and purple. The pattern resembles a marbled globe or a complex fractal, set against a dark background.

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LEVELS OF LISTENING



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DOWNLOADING



Listening to what you
already KNOW

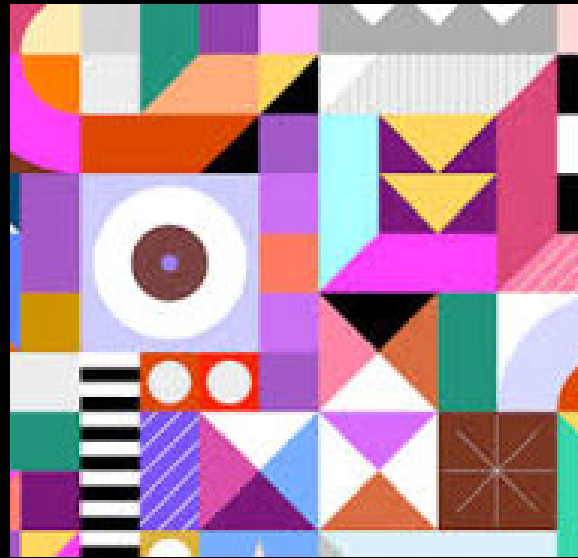
RECONFIRMING your
own OPINIONS and
JUDGEMENTS

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FACTORAL LISTENING

Listening with an OPEN MIND

Noticing things that CONTRADICT your THEORIES



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EMPATHIC LISTENING

Listening with an OPEN HEART

CONNECTING with the EXPERIENCE of another person



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GENERATIVE LISTENING

Listening with an **OPEN WILL**

Connecting with the **HIGHEST POTENTIAL OUTCOME** for a person or situation



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THE POWER OF PERSONAL
ACKNOWLEDGEMENT

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EMPLOYEE RECOGNITION STATISTICS

The #1 reason most people leave their jobs is a lack of recognition

Organizations with recognition programs had 31% lower voluntary turnover than those without

52.5% of employees want more recognition from their immediate manager

4 in 10 respondents (41%) want more recognition from their immediate coworkers

When companies spend 1% or more of payroll on recognition, 85% notice a positive impact on engagement.

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MEETING PROCESS

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SET THE PURPOSE

Every team member should be clear on the objectives of the meeting

THE CAUSE
THE EXPECTATIONS
THE VISION
THE MISSION

The facilitator will COMMUNICATE the PURPOSE at the start of each meeting



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SHARE GRATITUDE



Reflect

- On your gratitude

Regard

- Regard each other as individuals

Listen

- To the perspectives of your teammates

Empathize

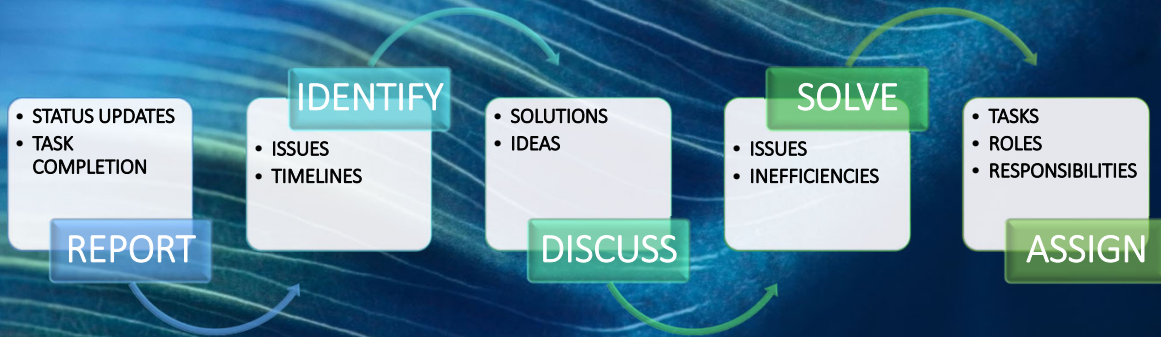
- With their situation

Appreciate

- The honesty and vulnerability of your team members

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TASK ACCOUNTING



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SCORE the meeting from 1 – 10



RATE THE MEETING

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SOURCES

Harrison, K. (2021, August 8). *Employee recognition is important: Here's how to do it well*. Cutting Edge PR Insights. Retrieved March 25, 2022, from <https://cuttingedgepr.com/employee-recognition-important/>

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