

## Meeting Management

### (Third in a series)

Last month we focused on getting ready for a meeting by defining the group's Mission and planning a meeting agenda, now it's time to review some techniques to help run your meeting effectively. Let's look at an overall plan to run the meeting, some meeting roles to help the leader and guidelines for how group members' participation can be made more valuable.

Meeting Roles: Leader, Note Taker, Time Keeper

#### **Leader**

- Start on time
- Review the agenda for clarification
- Open and close discussions
- Maintain focus of discussions
- Balance participation between those who are silent vs. talkative
- Summarize key points and actions to provide clarity and closure
- Ask for meeting feedback to spur continuous improvement

In addition to the leader role, it is helpful to ask others in the group to assume responsibilities that contribute to the meeting's success.

#### **Note Taker**

The note taker captures and documents the meeting for a permanent record. Key responsibilities:

- Keep meeting minutes using agreed upon format
- Check with group for accuracy
- Record key points to produce the minutes
- Record parking lot issues (I'll discuss in Article #5)

#### **Time Keeper**

The time keeper helps the group keep track of the time during the meeting. Key responsibilities include:

- Keep accurate track of time during the meeting
- Give group warning when time allocated is almost up
- Signal when time is up

## Ground Rules for effective meeting participation

Ground Rules determine how the meeting will be conducted. It's an agreed upon set of guidelines that the members develop and use to work effectively together and maximize their time and productivity. Ground rules can change over time and are expressly set to serve the group well. Please don't treat the development of Ground Rules lightly, give ALL the time needed to ensure that each group member sincerely supports them. The group's agreement to live this way together is essential for success in terms of having clear expectations and these often serve to reduce conflict in the future.

### **Some examples of meeting Ground Rules**

- Be on time
- Stay focused on agenda issues
- Respect others' statements
- Listen to ideas
- Participate fully
- Minimize cross-talk
- Do your homework
- Have fun!

With roles assigned and ground rules in place, next we'll look at communication skills and how critical they are to that effective meeting.

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