

# Good Meetings Make Great Leaders

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## Meeting Planners Education Day

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- You know it's a bad meeting when \_\_\_\_\_.
  - People are on their iPhones
  - The presenter is not prepared
  - There's awkward silence
  - People are leaving the room
  - People are not engaged
  - Content is not matched with the stated purpose
  - People are nodding off
  - Speaker doesn't understand the topic
  - Side conversations
  - Doesn't stay on topic
  - AV doesn't function properly
  - No agenda
  - No Take-aways
  - No call to action
  
- Benefits of meetings
  - Shared understanding
  - Gather input
  - Synergy, creativity, innovation
  - Sense of belonging and unity
  - Inspiration
  
- You know it's a great meeting when \_\_\_\_\_.
  - Everybody Is heard
  - We understand what the speaker is trying to convey
  - Goals as outlined, are met
  - Accountability for actions afterwards
  - People are energized to do things
  - Finishes on time
  - The meeting gets good feedback
  - Good listening
  - There is a written record
  - Confirmation of shared understanding
  - The group reaches a consensus

- **Craig's Key Ingredients for Good Meetings Making Great Leaders**
    - **Know why you are meeting**
      - And that you need to have one!
      - If you have a problem to be solved or a question to be answered, make sure that having a meeting is the best way to solve your problem or answer your question
      - Write down the problem or question
    - **Design the meeting to match the purpose**
      - Right agenda
        - Reasons get together
          - Entertainment
          - Build community
          - Learn new things
          - Generate ideas
          - Make decisions
          - Get stuff done
        - Think through each agenda item and what the purpose is
        - Think through the timing
      - Right people
      - Right room
    - **Professional process**
      - Separate substance from process
      - Clarify how the decision will be made
      - Clarify ground rules
    - **Good attitudes**
      - Helpful
        - Open minded
        - Fully present
      - Not helpful
        - I know what's best
        - I don't think this will work
    - **Write stuff down**
      - In the meeting
      - After the meeting
    - **Align actions with intentions**
      - Policy with practice
      - Do what you said you would do
- **Characteristics of Great Leadership – Shout Outs**
  - Makes people think for themselves
  - Empowers others
  - Delegates well
  - Makes others want to do things
  - Inspires action

- Tap's into people's passions – “why” they want to do things
- Meets all needs of followers
- Flexible and adaptable
  
- Great leaders at their best – according to Kouzes and Posner
  - Challenge the process
  - Inspire a shared vision
  - Enable others to act
  - Model the way
  - Encourage the heart
  
- Do you want better meetings? Better Leadership?
  - What will you do to help Good meetings make great leaders