

Mastering Effective Meetings

Strategies for Boards
& Committees to
Grow in Leadership

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What will you hear today?

1. Best practices for planning, preparing, and executing productive meetings that ENGAGE participants and optimize OUTCOMES.

2. Common meeting pitfalls/challenges and practical solutions and techniques to overcoming them to enhance meeting EFFECTIVENESS.

3. The role of the meeting chair or facilitator in guiding discussions, managing dynamics, and promoting inclusivity and respect among diverse stakeholders

Why and Because

- “Effective meeting facilitation drives meaningful **discussions**, fosters **collaboration**, and leads to **actionable** outcomes.”

Scheduling and Preparing for Meetings



1. Setting clear objectives



2. Who needs to be involved



3. Creating a focused agenda



Prepare

Allow participants to adequately prepare



Focus

Stay on track during discussion



Avoid

Avoid wasting the teams' time

An effective meeting agenda sets clear expectations.

- 1. What needs to occur before a meeting
- 2. What needs to occur during a meeting

How to draft an effective agenda?



1. SEEK INPUT FROM YOUR MEMBERS SO THAT AGENDA REFLECTS THEIR NEEDS AND KEEPS THEM ENGAGED.



2. LIST TOPICS AS QUESTIONS TO BE ANSWERED.



3. INFORM MEMBERS OF THE PURPOSE OF DISCUSSION.



4. ESTIMATE REALISTIC AMOUNT OF TIME FOR EACH TOPIC.

Outcomes of effective agenda

1. Allows people to prepare so distribute with sufficient time prior to meeting

2. Allocates time wisely.

3. Gets everyone on same topic.

4. Identifies when discussion is complete.

5. Identify who is leading each topic on agenda.

Executing Productive Meetings

1. Time management is key.

2. Participant engagement is essential.

Time-blocking

- 1. Allows members to adapt their comments to fit within allotted time frame
- 2. Allows for motion to suggest more time
- 3. Be mindful of repetitive testimony



Member engagement



1. ENCOURAGE MEMBER
PRIOR TO MEETING



2. ASSIGN PRO AND CON
TESTIMONY TO MEMBERS
PRIOR TO MEETING



3. ENCOURAGE
TESTIMONY THAT IS NEW
OR DIFFERENT



4. ASK OPEN-ENDED
QUESTIONS



5. SEEK BRAINSTORMING
ON OBSTACLES

What is the process for addressing each agenda item

Code agenda as fiduciary, strategic, or generative

Background information, Identify outcome, Brainstorm solutions, Craft Strategy

Consensus, Majority vote, Ballot

Priority items

Team building or professional development



Handling Conflict

Stay	Stay neutral, calm and composed
Acknowledge	Acknowledge the conflict early
Reframe	Reframe the conflict
Encourage	Encourage active listening
Set	Set ground rules for respect
Seek	Seek common ground
Use	Use a structure problem-solving approach
De-escalate	De-escalate tensions
Facilitate	Facilitate clear communication
Postpone	Postpone heated discussions

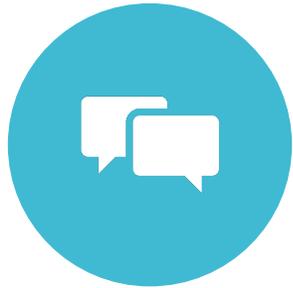
Off-track Topics: Parking Lot

- Place off-topics here and re-introduce under new business
- Assign issues in parking lot to committee/individual for next meeting
- Schedule follow up conference to address the items in parking lot
- Place on pending list

Dominance
of certain
participants

Lack of
follow-up and
action items

Additional Challenges



1. Guiding Discussions



2. Managing Dynamics

Role of Chair or Facilitator

Lencioni's Application to Meetings



Identifying	Identifying key takeaways
Setting	Setting specific goals for improving meeting management
Planning	Planning steps to implement new strategies in future meetings

Creating a Personalized Action Plan

Key Points

1. Effective meetings begin with good preparation

2. Executing good meetings involves overcoming common pitfalls

3. An effective meeting chair will guide discussions and manage dynamics

4. Goal is decisions have been made with actionable items for follow up



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Thank you

