

## Module 22: Having productive meetings

Review the 4 Ps of productive meetings

Four P's of Productive Meetings Chart	
<p><b>PURPOSE</b> (what do you want to achieve)</p>	<ul style="list-style-type: none"> <li>• <i>Is this session interactive, or one-way communication?</i></li> <li>• <i>Is the goal to disseminate information to a group of people, or have people share information with each other?</i></li> <li>• <i>Do you need to work together to identify the source of a problem and brainstorm solutions?</i></li> <li>• <i>Will you be engaging in decision-making, and do you need to gain commitment for a course of action?</i></li> </ul>
<p><b>PEOPLE</b> (who should attend)</p>	<ul style="list-style-type: none"> <li>• <i>Will the participants know each other?</i></li> <li>• <i>What are their personalities?</i></li> <li>• <i>Are they likely to be competitive or collaborative?</i></li> <li>• <i>What will they need to know in order to fully participate?</i></li> </ul>
<p><b>PREPERATION</b> (Be ready)</p>	<ul style="list-style-type: none"> <li>• <i>Pick day, time, and place that's most conducive to accomplishing your goal.</i></li> <li>• <i>Create an agenda. It allows you to outline what the meeting will cover, and how information will flow. It's best to use action verbs, like approve and decide.</i></li> <li>• <i>If people will be leading or speaking at various parts of the agenda, indicate their names, if time is an issue, indicate how many minutes are allotted.</i></li> <li>• <i>Distribute your agenda to people in advance, allowing ample time if they need to prepare something.</i></li> </ul>
<p><b>PROCESS</b> (methodology for efficiency)</p>	<ul style="list-style-type: none"> <li>• <i>Start and end on time. Shows respect for participants.</i></li> <li>• <i>Begin the meeting by reviewing the agenda and doing introductions if people don't know each other.</i></li> <li>• <i>Use tools to keep the discussion on track. (1) <b>bounce-back</b>. If people go off-topic, acknowledge it and say, "That's a great topic for us to address at another time," but let's refocus on the current discussion." (2) <b>parking lot</b>, where you place topics and suggestions to visit later. (3) <b>Talking clock</b>, where you say things like, "Lisa will give her report in the next three minutes," or, "We have two minutes left "to discuss this agenda item."</i></li> <li>• <i>If you have decisions to make, consider how you'll vote on them. Will you use majority wins, weighted scoring? And will votes be public or private?</i></li> <li>• <i>The most important part of your role is to foster constructive group participation. How can you get people engaged in the process?</i></li> <li>• <i>Ask open-ended questions, use the Clarity Coaching model from Module 11.</i></li> <li>• <i>Throughout the meeting, summarize main points and identify action steps of who will do what, and by when.</i></li> <li>• <i>Conclude the meeting by having a closing round for comments and follow up by sending out notes or minutes directly to members or posting online in an appropriate place.</i></li> </ul>