Planning and Running an Effective Meeting WIOA Workforce Webinar January 17, 2024

Presentation	Notes
What have you experienced?	
 Meeting that could/should have been an email 	
 No agenda - no clear idea of purpose of the 	
meeting	
 Participants not engaged in the meeting 	
 Needed materials not available 	
Needed participants didn't attend	
You are not alone	
Your Guides to Planning to Eliminate Meeting Mishaps	
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Director	
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Our goals (outcomes) for attendees today:	
1. List essential components of an effective meeting	
2. Identify research-based principles of effective	
meetings	
3. Create an agenda and action plan for use in	
effective meetings	
4. Laugh and have an "aha" moment	
This hour will be worth your time if you:	
 Please share what you want to achieve in the 	
next precious hour of your time	
This is your outcome (successful meetings have a	
designated outcome)	
Agenda	
Meeting planning - need for a meeting, meeting	
types, purposes, and who should attend	
Preparing and sharing the agenda	
Stay on time	
Make your meeting engaging	
Importance of notes and action items	

Presentation	Notes
Laugh and nod your head	
 Play to your strengths 	
 Time for questions - sharing of resources 	
Proper Prior Planning Prevents Poor Performance	
Proper Prior Planning Promotes Peak Performance	
Before you call the meeting:	
 What do you want to accomplish? 	
 Following the meeting, it will be a success if "xyz" 	
are accomplished.	
 Is a meeting required or could we collaborate 	
on a shared doc or give our opinions in	
a shared email?	
What type of meeting are you having?	
Do you want a decision?	
 Do you want to generate ideas? 	
 Are you getting status reports? 	
 Are you communicating something? 	
Are you making plans?	
https://www.mindtook.com/afhhhda/rupping.offootivo	
https://www.mindtools.com/afhhhdo/running-effective-	
meetings Who needs to attend and how long should it last?	
Give opinions or approval	
Provide good ideas - inventors	
Plant support	
Time is precious - use it wisely	
Beware of disrupters - both positive and negative	
Planning and Sharing the Agenda	
Share the agenda in advance and supporting	
documentswith enough time for people to	
actually read them	
Allow for input	
What to Consider in Planning the Agenda	
Priorities – what absolutely must be covered?	
Results – what do you need to accomplish at the	
meeting?	
Participants – who needs to attend the meeting	
for it to be successful?	
Sequence – in what order will you cover the	
topics?	
Timing – how much time will spend on each	
topic?	
2	

Date and time – when will the meeting take place? Place – where will the meeting take place? Ask your attendees to be present Encourage participation by all Assign tasks Cameras on for virtual meetings Stay on time Appoint a timekeeper (if needed) Let people know you value their time Take a break if needed Don't recap for late comers Refer them to the shared notes being taken Make your meetling engaging Assign parts of the meeting to others Encourage feedback Assign action items Take notes Shared doc Ask someone to help Share these notes Plan to laugh and gain consensus Laughter: refleves stress and boredom, boosts engagement and well-being, and spurs creativity and collaboration as well as analytic precision and productivity. Play to your strengths Know yourself and know where you might need support ask for it! Tools for you to use Sample agendas Research citations https://www.unomaha.edu/news/2018/11/seventips-for-meetings-research-shows.php https://www.unindtools.com/afhhhdo/running-effective-meetings-project-manager Notes from this presentation Plan Agenda Template Action Plan to running an Effective Meeting Questions?	Presentation	Notes
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