2,000 Business Leaders said a Good Meeting has....

1. Adequate preparation
2. Agreement on action
3. An effective facilitator
4. Focus; stays on track

Ranked answers: Hofstra University study

Types of Meetings
- Information
  - Pass info from leader to group
  - Usually no discussion
- Problem Solving
  - Help members examine issues
  - Encourage participation
- Policy
  - Develop or refine policy

Ideas for Conducting Youth Meetings
1. Establish a regular schedule at the beginning of the year
2. Start meetings on time
3. Have the Exec Committee meet prior to every regular meeting
4. Limit the time for business meetings to a reasonable length
Ideas for Conducting Youth Meetings

5. Have something of genuine interest for members
6. Organize social/recreational events prior to the meeting
7. Provide opportunities for members to participate in meetings
8. Help members develop pride for the meetings

Facilitator Activities

1. Develop agenda (send out early)
2. Start & end on time
3. Set climate
4. Introduce only those in attendance
5. Keep on topic; stick to agenda
6. Yield chair to discuss topics
   • Do not dominate discussion

Meetings: Dysfunctional Behavior

- Saboteur
  • Keep person included
  • Affirm their value to the group
  • Maybe they have a valid point
Meetings:
Dysfunctional Behavior

• **Sniper**
  • Targets (that may be you) do not have to defend themselves in public
  • Deal with attacks openly
  • Don’t be blunt so Sniper withdraws and leaves

Meetings:
Dysfunctional Behavior

• **Comedian**
  • Allow humor
  • Keep focused

Meetings:
Dysfunctional Behavior

• **Silent Partner**
  • Ask for participation
  • Keep their responsibilities in mind
Meetings: Dysfunctional Behavior

- **Paralysis by Analysis**
  - Focus group on decision-making
  - Do not criticize: they may withdraw from meeting

Meetings: Dysfunctional Behavior

- **Attention Grabber**
  - Do not place blame
  - Need to discuss actions later
  - Do not allow a forum for the person to talk about themselves

Meetings: Dysfunctional Behavior

- **Sidetracking**
  - Effective use of silence
  - Do they have something to add?
  - Do not criticize; could stifle other conversation
Questions for Efficiency

- Direct
  - One aimed at a specific member
- Overhead
  - To group as a whole
  - Most productive
- Reverse/Relay
  - Turn (?) back to members

THE END.... & REMEMBER

2,000 Business Leaders just might be right:

1. Adequate preparation
2. Agreement on action
3. An effective facilitator
4. Focus; stays on track

Ranked answers; Hofstra University study