

How to Lead a Meeting People Will Want to Attend

Presented by Lyondell Chemicals

Given by Jose M. Sentmanat, the presentation outlined every detail of preparing and conducting a meeting. Some quick specifics for you...

30% of meetings are thought to be unnecessary

50% of meetings have no agenda

Time spent preparing for meeting should be equal to that conducting it

Meeting Purpose

There are five main purposes for a meeting. If it does not fall under these categories you may want to reconsider how relevant it is, and if it warrants a meeting.

- Present information
- Socialize, network, and build relationships
- Obtain input and feedback/alignment of information
- Make decisions
- Celebrate Success

Example: SHPE raised \$3000 from one company. Does that need some celebration? Hmmm...YES! It gives hope and makes people optimistic about getting things done. At Mines, this is a necessity.

Going along with purpose, some desired outcomes of a meeting are *consensus; alignment (same direction); decision-making agreement, and planning; and understanding of other parties point of view.*

Scheduling

- Set appropriate amount of time
 - Select attendees based on purpose and outcome of meeting. People who are...
 - Responsible for final decision
 - Affected by outcome
 - Knowledgeable about topic at hand
 - Ask for agenda item additions
 - Let attendees know if they need to prepare
 - Will the meeting require a facilitator?
 - Special care for remote attendees (overseas)*
- *Notably, will not need this piece of information, but remember it for when you become a corporate head-honcho

Top Four Things for a Meeting

- **Meeting objective and Agenda**
- **Ensure correct attendance and preparedness**
- **Control the meeting dynamics**
- **Follow-up/Wrap-up**

Agenda

- Assign recorder and timekeeper
- Set ground rules
 - One Speaker at a time
 - Everyone participates
 - Silence cell phones
- Define topics, leader, and time
 - Sequence topics strategically
 - Build in breaks and lunch

Leading Meeting

- Focus to outcomes
- Agree on problem before solution
- Manage time
- Celebrate accomplishments
- Assign action items (what, who, when)
- Mental note of quiet/discontent people*

Wrap-Up

- Need to meet again? And when?
- Evaluate effectiveness
- Record progress, decisions, plans, and action-items

Follow-Up

- Publish meeting minutes

*Quiet/discontent people often have opinion but unwilling to state. Also, person may have other reasons for being so.

Special Note: Teleconferences

- Minimize locations
- Consider time differences
- Connection information far in advance
- Consider having a technical resource at hand (in case of technical difficulties before or during conference)
- Connect early to resolve glitches
- Facilitate participation