Effective & Inclusive Meetings
Objectives - Effective & Inclusive Meetings

In this workshop we will:

1. Review best practices on effective meetings – a clear agenda (the compass for the meeting), start and end on time and wrap up with an action plan.

2. Learn how to establish ground rules that honor inclusive working behaviors such as challenge ideas rather than people, allow for processing time, ensure everyone has the opportunity to contribute and disagree without being disagreeable.

3. Learn how to engage remote meeting participants and others through best practices for more inclusivity.
What is a Meeting?

The act of coming together for a common purpose.

or...

In a meeting, two or more people come together to discuss one or more topics or make a decision.
Q: What are the most common meeting complaints?
Do you agree?

Common Meeting Complaints
In a recent survey of 1,009 workers in office environments, workers cited the following meeting problems:

- Starts or ends late: 66%
- Unnecessary (could have been handled by e-mail): 63%
- Too much or not enough time allotted: 57%
- Attendees distracted (using phone, doodling): 57%
- Attendees interrupt each other: 55%
- Not sticking to an agenda when one is provided: 49%
- Attendees unprepared: 47%

Source: Accountemps survey, July 2018.
Group Question

Q: When shouldn’t you have a meeting?
Reason Not to Have a Meeting

Before assuming a meeting is required, decide if:

A more effective communication mode, such as by a quick phone call, IM, newsletter or e-mail, is available...

The most powerful question of all: do we need a meeting?
Group Question?

Q: When you’ve been a remote participant on a call, has it ever been frustrating? If so, why?
Remote employee tips!

Camera

Remote Ambassador

In report outs, switch it up: have those on phone go first

Encourage “Step Up/Step Back” concept
Q: What are some great questions to kick off a meeting?
Meetings for Global Teams

https://hbrascend.org/topics/6-tips-to-run-a-meeting-of-people-from-different-cultures

Read *How to Run a Meeting of People from Different Cultures* by Rebecca Knight.
Wrap Up and Call to Action

Call to Action

1.
2.
3.
Thank You!