Running An Effective Meeting

Presenters:

Dr. Chephra McKee, Pharm.D.

Dwaine Fombuh, Pharm.D. Candidate, Class of 2015

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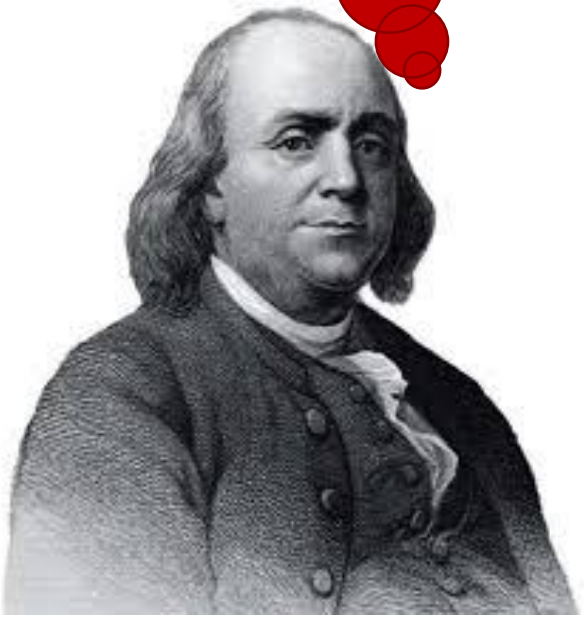
"We must all hang together or, most assuredly, we shall hang separately."

- Benjamin Franklin



http://4.bp.blogspot.com/_Aau9mMFNWPY/TC5VbEeHt3I/AAAAAAAAA90/yEaRG7oGLpA/s1600/ben.jpg

A not-so effective meeting…

- https://www.youtube.com/watch?v=xQW1fEwYZVA

Ways to run an effective meeting

Feel free to add your own personal twist to any of these ideas!

Organize Meeting Logistics

- Meeting location/space
- Date and time
- Advance notice
  - Agenda
  - RSVP list
- Technical support
  - Polycom™
  - Projector/computer

http://any-eventuality.com/wp-content/uploads/2011/08/checklist-000008772494Small.jpg

Make Objectives Clear

- What do I need to accomplish?
  - Change in officers
  - Input from others
  - Event proposals and updates

http://danscartoons.com/tag/executive/

Consider Who's Invited

- Invite good sources of information
- Try to keep everything relevant

http://imgarcade.com/1/effective-meetings-cartoon/

Start On Time, End On Time

- People value their time!
- Try to stick to no longer than **60 minutes**

"The last thing I remember, I was sitting in a staff meeting. Apparently, I died from boredom."

http://agilevietnam.files.wordpress.com/2012/12/effective_meeting_3.gif?w=454&h=345

Open With Concerns Or Ideas

- Set aside time for an open forum
  - Issues may be further investigated
  - Issues may be tabled until next meeting

Stay On Task

- Agendas include things to be covered
  - Allot time for each item
- Don't be afraid to table topics

"Don't mind me. I thought I'd use these boring office meetings to do my excercising."

http://www.noln.net/sites/default/files/images/meeting%20cartoon%20shutterstock_98942855.jpg

Keep Everyone Involved

- Do not allow a monopoly on time!
- Keep all members engaged!

"Apparently many companies experience problems including: a lack of direction, poor accountability, lack of respect among members, pushing personal agendas, poor communication ..."

http://www.cartoonstock.com/directory/b/bad_management.asp

Ban Technology

- Difficult to implement
  - Access to online documents
- Internet can lead to distractions!

"As soon as I text, IM, tweet, and update my status to 'getting right down to it,' I'll get right down to it."

http://scs-connect.com/revenue-distraction-humor/

Follow up

- Email a highlighted memo
  - Send to those absent
- Include goals and assignments
  - Leads to production between meetings

Summary

- Organize logistics
- Set clear meeting objectives
- Invite pertinent guest
- Start and end on time
- Open forum
- Stay on task
- Keep everyone engaged
- No technology
- Follow-up

http://paceimpact.com/wp-content/uploads/2014/07/tips-for-effective-meetings.gif

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