Another Meeting Request? What a Waste of Time! Turning Dreaded Meetings into Productive Outcomes.

Amy Roy Gratton; Jill Flaman
Another meeting request? What a waste of time!

Turning dreaded meetings into productive outcomes

Jill Flaman & Amy Roy Gratton
I survived another meeting that should have been an email.
"Frankly, I don't remember why I called this meeting."
I called this meeting and it's not a meeting until someone's time gets wasted!
Hello
my name is
NON-PROFIT BOARD INTERNSHIP (NPBI) PROGRAM

A CSL and Career Centre Collaboration
Questions?
Determining Success

Results
- Completion of tasks
- Achievement of the goal
- Getting to the end

Dimensions of Success

Process
- How the work is organized
- How the work is distributed
- How the work is evaluated

Relationship
- How people are affected
- How people relate to one another
- How people feel about their involvement and role
- How people feel they are contributing

QUESTIONS FOR CONSIDERATION:

- Purpose
- Outcomes
- Location
- Agenda
- Preparation
- Time
- Stakeholders
- Follow-up
PURPOSE

• What do you want to achieve as a result of this meeting?
OUTCOMES

By the end of this meeting, we will…

- Come to a decision
- Develop a plan of action
- Have a completed project/product
- Get to know the team better
- Understand the context of issues better
LOCATION

- Easily accessible
- Free from distractions
- Comfortable
- Neutral to all parties
PREPARATION

- What do I need to make a decision?
- Were relevant materials sent in advance?
- Is the context understood?
- Do I need clarification on topics in order to share?
TIME

- Estimate amount of time needed to discuss items
- Add up the time to determine full length
- Switch up most time-consuming topics
- Order of discussion
STAKEHOLDERS

Are there other people who should attend who can:

- Be key contributors
- Add value
- Be an expert
- Bring a new perspective

*Be sure these people get an introduction*
FOLLOW-UP

- Send meeting minutes
- Capture essential info
- What are the expectations of one another?
- Action items?
- Needed updates?
- Reflection
- Next meeting
TOOLS

- Parking lot
- “In the interest of time”
The Six Thinking Hats

**The White Hat**
White Hat thinking focuses on data, facts, information known or needed.

**The Red Hat**
Red Hat thinking focuses on feelings, hunches, gut instinct, and intuition.

**The Yellow Hat**
Yellow Hat thinking focuses on values and benefits. Why something may work.

**The Black Hat**
Black Hat thinking focuses on difficulties, potential problems. Why something may not work.

**The Green Hat**
Green Hat thinking focuses on creativity: possibilities, alternatives, solutions, new ideas.

**The Blue Hat**
Blue Hat thinking focuses on manage the thinking process, focus, next steps, action plans.
Jill Flaman
flaman@ualberta.ca

Amy Roy Gratton
amy.roy@ualberta.ca