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**E.M.M.**  
**Effective Meeting Management**

Mastery Monday

District 18

Monday, January 24, 2022 7:30pm to 8:30pm EST

Presented by: Benjamin A Crist

District 18 Director 2021-2022

# In an effort to simplify the concept.....

As a species, mankind tends to overcomplicate everything.

As a Virgo, I am completely guilty of that.

Example: In the 1980s, the United States Space Program spent millions of dollars to develop a pen that writes in space.....



The Russians used a pencil

This session will break down Effective Meeting Management efforts, in to simple terms for everyone to understand and execute, as it pertains to your individual roles.

**This will be interactive, so prepare to be called upon**



# Objectives

## Identify



Identify barriers and best practices to having effective meetings

## Develop



Develop strategies to conduct effective meetings

# Agenda for this session

- ▶ Reasons for conducting a meeting
- ▶ Identifying obstacles to conducting an effective meeting
  - ▶ Best practices to conducting an effective meeting
    - ▶ Determining if the meeting was effective
      - ▶ Q & A

## Reasons for conducting a meeting

(This is one of the times where audience participation is needed)  
(Chat monitor, can you call on 4 individuals in turn)

**Share information - briefing**

*Decide on a way forward*

**Gather information**

**Problem Solving opportunity**

*Resolve an immediate conflict*

**Celebrate a success**

**Feedback for a previous meeting**

## Reasons for conducting a meeting

**Commonly, meetings are important to ensure a common focus or decide on a way “forward”**



# Obstacles to conducting an effective meeting

(Again, this is one of the times where audience participation is needed)  
(Chat monitor, can you call on 4 individuals in turn)





## Obstacles to conducting an effective meeting

**Open Forum: please “raise your virtual hand” to be called upon in order, to discuss your own experience with an “ineffective” meeting.**

**Let’s take a look at an “ineffective” meeting.**

Meeting Ever



Tripp the Dominator: Hey, I was on this date the other night, and we were at this

**How do you think that went?**

**What did not go well?**

(please “raise” your hand)

Did not start on time.

No set agenda.

Facilitator was not in control of the meeting.

Lack of meeting structure.

Equipment not prepared beforehand.

Disorganized meeting format.

Lack of meeting preparation.

No action items, decisions made or way forward.

# Best practices to conduct an effective meeting



# Best practices to conduct an effective meeting

**PROPER  
PREPARATION  
PREVENTS  
POOR  
PERFORMANCE**

PICTUREQUOTES.COM

“Poor planning on your part  
does not constitute an  
emergency on my part.”

# Best practices to conduct an effective meeting

## ▶ Facilitator “prep” before the meeting

- Agenda – set expectations
- The “who”, the “what” and the “when”
- What results are you looking for?
- Submit/post agenda before the actual meeting

# Best practices to conduct an effective meeting

## ▶ Day/time of the meeting (chronological order)

- Start the meeting on-time
- Welcome attendees and re-post the agenda
- Go over the agenda
- Set “ground rules” as needed
- Maintain meeting structure/agenda
- Request structured input/feedback from attendees

# Best practices to conduct an effective meeting

- ▶ **Day/time of the meeting cont'd (chronological order)**
  - Ensure a “way forward” or action items
  - Ensure attendee commitment/understanding of asks\*
  - Plan for an “open forum” for attendees
  - Thank attendees for their time and attendance  
(end the meeting on a positive note)
  - Adjourn the meeting on time

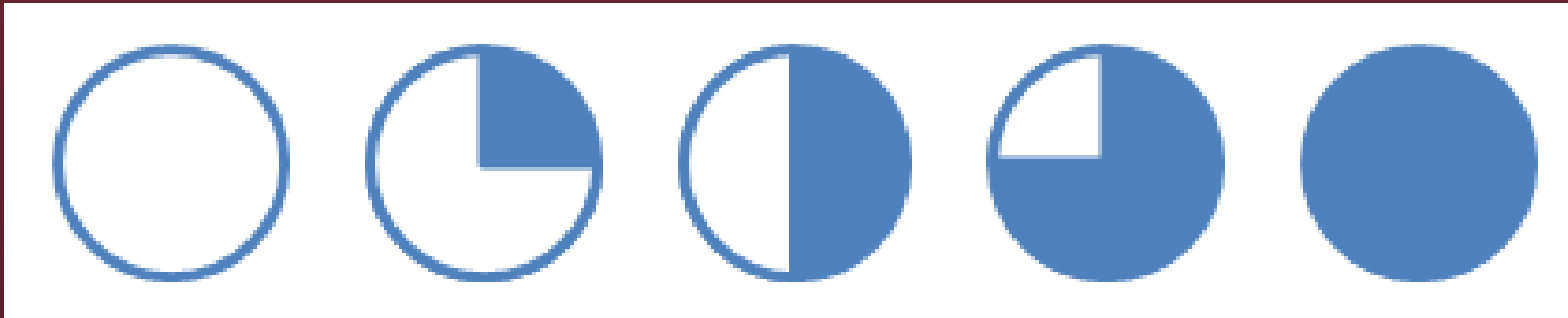


## Best practices to conduct an effective meeting

### ▶ Day/time of the meeting (chronological order)

\*Touchpoint #8: Ensure attendee commitment/understanding of asks

**Harvey Ball: gauge their understanding**





0%

don't understand  
at all



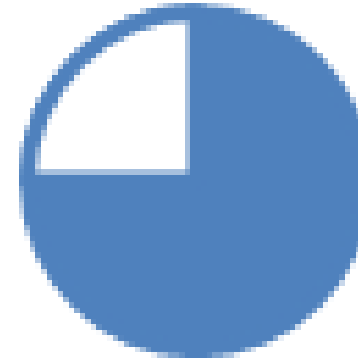
25%

a small  
understanding



50%

somewhat  
understand



75%

mostly  
understand



100%

completely  
understand

0% - 75% may need action steps to ensure attendee  
understanding/commitment

# Best practices to conduct an effective meeting

## ▶ Post meeting efforts

- Answer post-meeting attendee questions within 24 hrs
- Ensure meeting minutes are posted/sent to attendees
- Use previous meeting minutes and assigned action steps to hold team accountable when preparing next meeting agenda

## Determining if the meeting was effective

- Were decisions made and agreed upon?
- Were the attendees willing to “step up”?
- Were attendee feedback/input/reports provided?
- Did attendees reach out for clarification?
- Are YOU satisfied with the meeting results?

# Objectives met? Please let me know.....

## Identify



Identify barriers and best practices to having effective meetings

## Develop



Develop strategies to conduct effective meetings

# Q & A

**Benjamin Crist – District 18 Director 2021-2022**

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**Thank you for  
your participation**