



Maximizing Meeting Time

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Purpose of Meetings

- Why
- What
- Who

Ideally...

- Everyone knows that they need to know to do their job.
- Everyone has the resources available to them to complete their job.

In Reality...

- We meet because people holding different jobs have to cooperate to complete a specific task.
- We meet because the knowledge and experience needed in a specific situation are not available in one head.

Set the Stage

- A leader
- Purposefully directed
- Set some ground-rules

Running the Meeting

- State the objective of the meeting

Planning Meetings

- Main objective
- Additional objectives
- Threats
- Resources
- Action items
- “What ifs”

Informational Meetings

- Update on plans
- Company changes

Wrap-Up Meetings

- Identify:
 - What worked
 - What didn't work
 - What should be done next time
 - Any "lessons learned"

Discussion Meetings

- Open Forum or Roundtable
 - Why hold an open forum meeting?
 - Be prepared:
 - Questions – elicit feedback
 - Responses – know what can be shared

Running the Meeting

- Follow the agenda
- Use the “parking lot”
- Make a decision

Concluding the Meeting

- Five minute summary
- Set next meeting
- Thank people

To Recap

- Know the purpose of the meeting
- Set the stage
- Run the meeting according to the purpose and agenda
- Conclude the meeting with a summary and next steps
- What will you do at your next meeting to maximize the time with those in attendance?



Thank You!

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