

Meeting Facilitation

What are you really trying to accomplish?

Question –

If you ripped the following pages out of a book, how many separate sheets of paper would you remove?

The pages are – 4, 5, 24, 47, 48.

Question –

If you ripped the following pages out of a book, how many separate sheets of paper would you remove?

The pages are – 4, 5, 24, 47, 48.

Answer –

You would have 4 sheets of paper. The odd pages of a book are on the right side, and the even pages on the left. Therefore, pages 47 and 48 are opposite the same sheet of paper.

3 - 4 / 5 - 6 / 23 - 24 / 47 - 48

What are you really trying to accomplish?

- What?
- When?
- Where?
- Why?
- Who?
- How?

What are you really trying to accomplish?

- What?
 - F
 - A
 - C
 - E

What are you really trying to accomplish?

- What?
 - Fuel further discovery
 - Assess and identify constructive and destructive agents and forces
 - Conduit for correct and accurate information flow – decisions, impact, understanding, clarity of priority, expectations, etc.
 - Energize, motivate, and connect

When and Where are you really trying to accomplish?

- When? And Where?
 - A
 - S
 - K

When and Where are you really trying to accomplish?

- When? And Where?
 - Always – on time
 - Share information freely
 - Keep records

Why are you having meetings at all?

- Why?
 - S
 - P
 - E
 - N
 - D

Why are you having meetings at all?

- Why?
 - Stop destructive forces, people, events, etc.
 - Prevent the strong willed personalities from running over everyone else
 - Engage others to minimize risk
 - Negotiate and seek compromises to issues
 - Deal with conflicts

Who needs to be speaking?

- Who?
 - T
 - I
 - M
 - E

Who needs to be speaking?

- Who?
 - Trust your judgment and use your influence to establish the “core report” team
 - Involve vendor participation when appropriate
 - Make yourself valuable
 - End on time

How are you really going to perform?

- How?
 - What
 - When & Where
 - Why
 - Who
 - How?
- FACE
ASK
SPEND
TIME

How are you really going to perform?

- How?

F
A
S
T

- How?