

Practicing Productivity Standards: A Tangible Tool

Too many meetings! Ineffective Meetings! Time Management! These are often expressions you hear but often nothing is done to improve them. Enter Agenda Management. But before you execute Agenda Management, make sure Committee Members are carefully selected with the background necessary to add value to the committee or group.

When setting Agendas remember to:

- Identify start/end times, address, meeting room/suite number, name of the meeting.
- Develop a written purpose statement so that everyone knows why they are needed at the meeting. A clear purpose: Nothing ruins a committee's efforts like the lack of a meaningful purpose. Without a clearly stated, reasonable set of goals, the committee will not have the focus it needs to be successful.
- Identify the objectives of the meeting. Let people know what you intend to accomplish with the meeting. For example, for a meeting to discuss the budget you may want to indicate "Approve this year's budget" However, your Agenda Item is "Discuss each Department's budget." "Approve this year's budget." is the objective but "Discussion of each Department's budget" is the Content/Agenda Item. How does the meeting objective compliment your vision, mission and goals? Send out the Agenda before the meeting with appropriate lead time to help others prepare for the meeting.
- Determine Meeting Roles:
 - Leader**— owns the process and removes barriers for the group. Success or failure of that committee rests on the Leader's shoulders.
 - Facilitator**—facilitates each meeting, the discussion, and:
 - Ensures everyone has a chance to speak. Keeps the group focused. Prepares a "Parking Lot List." A Parking Lot List is a list wherein the topic is not relevant to the discussion or meeting, but needs to be addressed at some point in time.
 - Helps the team develop Ground Rules. Ground Rules are numbered so that when there is a violation of a Ground Rule, the Ground Rule can be identified by number. For example, see the example of a Ground Rule List. Create Ground Rules in the affirmative (what you want to happen, wherever possible.)
 - Recorder**—records the Action Items. May take minutes and is responsible for getting the notes out in 24-48 hours.
 - Timekeeper**— keeps the group on time. Has permission to interrupt when there is a certain amount of time left on the topic.

Facilitator Determines Meeting Roles – ask for volunteers first.

Leader: Mary M. Jones, CEO

Facilitator: Del E. Gate

Recorder – Daran Bic

Timekeeper: Roe Lex

Objectives:

- Identify current recruitment process issues
- Identify potential pitfalls
- Discuss solutions

Recruitment Committee Meeting
Thomas A. Moore Building
3000 W. North Street, Suite 101A, C/R: A
Any City, State Zip
3 p.m. – 4:30 p.m.
(Parking Instructions)

Ground Rules/Meeting Norms

- Participant Fully
- Eliminate Side Conversations
- Turn off cell phones and PDA's
- Give the speaker full attention and allow others to complete their thoughts
- Be on time

Time	Content	Presenter	Action Item	Responsible	Due Date	Update
3-3:02	Clarify Meeting Objectives	Del E. Gate				
3:02-3:05	Identify Meeting Roles	Del E. Gate				
3:05-3:10	Review Agenda	Del E. Gate				
3:10-3:30	Create Ground Rules and Parking Lot List	All				
3:30-4:00	Review all R&R data Develop an action plan to resolve issues	Daran Bic All	Email all action items	Daran Bic	May, 200X	
4:00-4:15	Review Meeting Record	Daran Bic				
4:15-4:20	Plan Next Steps and Next Meeting Agenda	Del E. Gate	Check calendars	All	May 30, 200X	
4:20-4:30	Evaluate Meeting	All				
4:30	Adjournment	All				

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Tips to Meeting Facilitation

Aim for group consensus – which may not be agreement with the decision but that they can support next steps moving forward. All disagreements are discussed in the meeting but the final decision is supported.

Determine how the voting will be conducted: 2/3 approval, unanimous, majority vote or other before the decision is made.

After reviewing the Agenda, ask if anyone has anything to add/delete to the agenda. You may also want to do this step prior to the meeting and while setting the agenda. If asking for additions, identify a deadline for submission.

When ending the meeting, review the action items and who is responsible. Gain commitment from those individuals.

Evaluate the meeting. Identify what went well and what the group would like to see improved. Record the comments and address them in the next meeting.