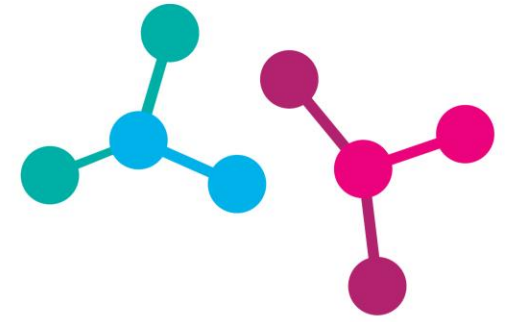




# How to Run Effective Meetings

Citizens' Advisory Council Executive  
Committee Meeting  
October 4, 2019

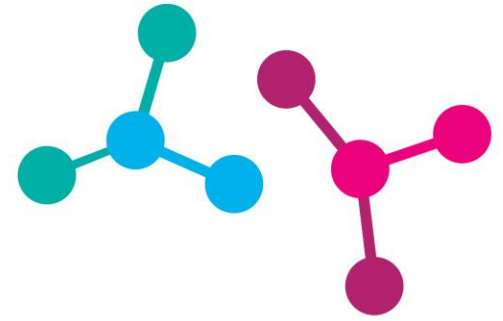


# Training Objectives

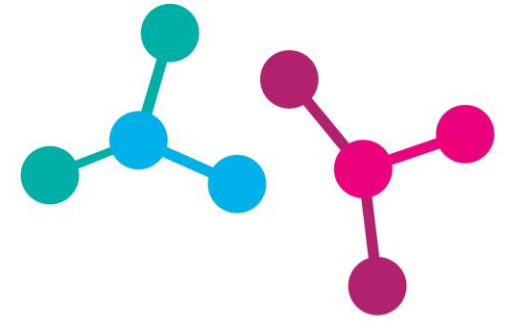
- Making the most out of your meetings
- Understanding facilitator roles
- Meeting best practices
- Tactics to tackle your agenda items

# Meeting Objectives

- Be clear on:
  - The meeting purpose
  - What you hope to accomplish
  - What information can be shared
  - What decisions will be made
  - Who will be attending



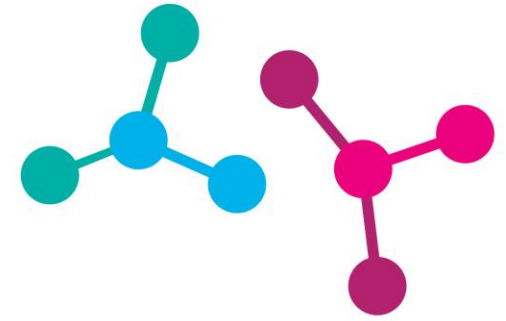
# Facilitator Roles



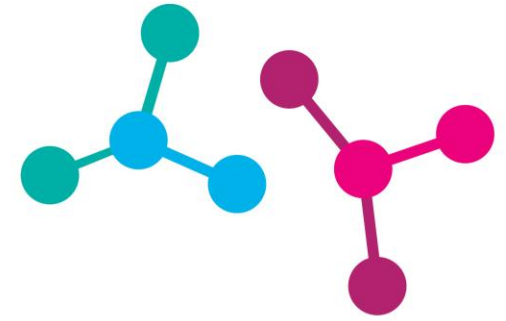
- *Everyone owns responsibility for meeting success*
- Facilitators:
  - Manage the agenda
  - Ensure meeting objectives are met
  - Ensure participation
  - Follow up on action items
  - Prevent digressing (set time limits)
  - Control Conflict
  - Monitor nonverbal communication



# Meeting Best Practices

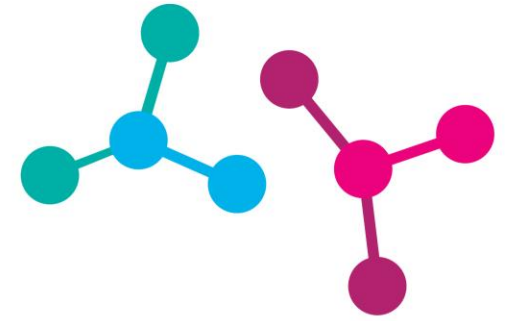


# Agenda Tactics

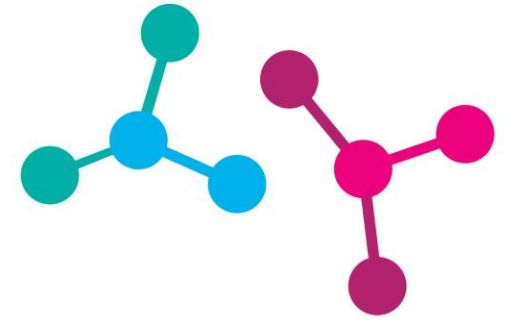


- *Consider the following tactics:*
  - Inform & Advise (*Share information/insights*)
  - Discuss & Explore (*Discuss issues, Explore options*)
  - Debate & Evaluate (*Present & defend positions & wisely weigh up options*)
  - Create & Innovate (*Discover new & different approaches*)

# Agenda Tactics Cont.



- *Consider the following tactics:*
  - Inspire & Energize (*Generate energy, enthusiasm and excitement to trigger a better approach*)
  - Warn & Caution (*Highlight risks & threats*)
  - Decide & Close (*Make decisions & draw things to a close*)



# Thank you!

Please contact Talent Development for any further questions: [TalentDevelopment@Metro.net](mailto:TalentDevelopment@Metro.net)