

Running *Productive* Meetings

with Karen Knight



Karen Knight Consulting
Volunteer Management Strategist and Mentor

Agenda





Hi! I'm Karen.

Who am I, and why should you listen?

I have had close to 30 years experience leading meetings and serving on Boards.

I have run meetings with as few as 2 people and as many as 250.

I have run and participated in meetings both in person and online, for social impact organizations, governments and corporations.



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Who is this presentation for?

*People who want to run meetings that are **productive.***



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Does this sound familiar:

- Your meetings regularly run overtime
- They rarely seem to accomplish anything
- They are dominated by one or two voices, while others never get heard
- Decisions are made but rarely implemented
- Etc...

Running Productive Meetings

What Makes a Meeting Productive?



A successful meeting:

- Starts and ends on time
- Involves everyone
- Produces practical solutions to issues
- Develops a strategy to implement those solutions
- Leaves participants feeling glad they attended



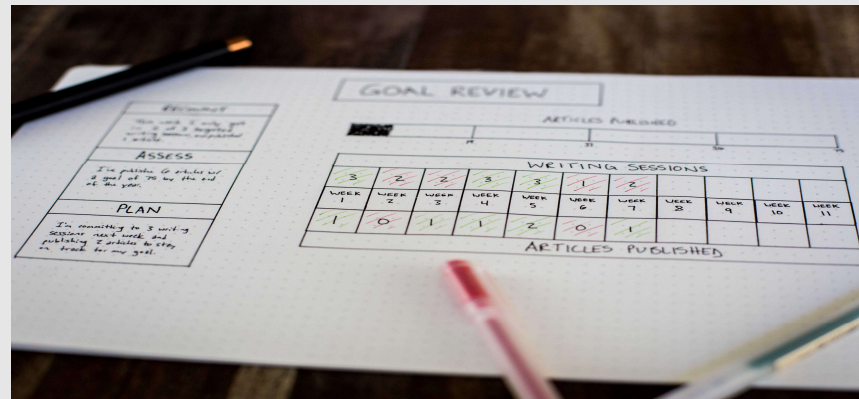
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Running Productive Meetings

Preparation: The Work Starts Before the Meeting Does

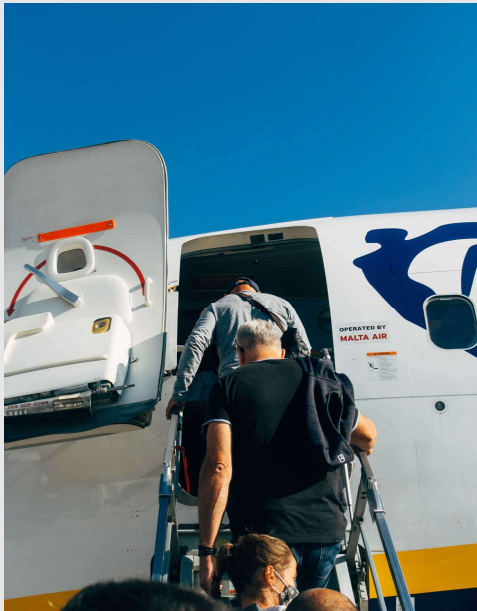
Why are you meeting? Have a purpose.

- Have a goal for every meeting
- If nothing else, do training or brainstorm program improvements



Running Productive Meetings

Preparation:



Have the right people at the table.

- Who are the people who need to be there?
- Ensure invitations are sent well in advance to the people who are presenting information to the regular attendees
- Send reminders the day before or early on that day to all attendees



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Preparation:

Prepare a timed agenda.

- Keeps everyone on time
- Prevents less important discussions from taking too much of the meeting
- Adds a level of professionalism to the meeting

Running Productive Meetings

Meeting Management: Having a Well-Run Meeting

The Chair is in charge – but *everyone* is responsible



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Meeting Management:

Have someone take minutes.

- It keeps a record of discussion points
- Settles disagreements about decisions
- If nothing else, note down decisions and action items



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Meeting Management:

Ensure everyone is heard.



- Be willing to (nicely!) restrain dominate speakers
- Draw out the introverts
- Ensure everyone's opinions are valued
- Prevent side talk

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Meeting Management:

Keep things civil.

- Disagreements are productive, arguments are not
- Keep comments objective and focused on facts, not people
- Watch for signs of disrespect and deal with them quickly



Running Productive Meetings

Meeting Management:

Don't get lost in the weeds.

- Stick to the agenda
- Allow time for brainstorming or discussion
- Bring things back when they go off topic



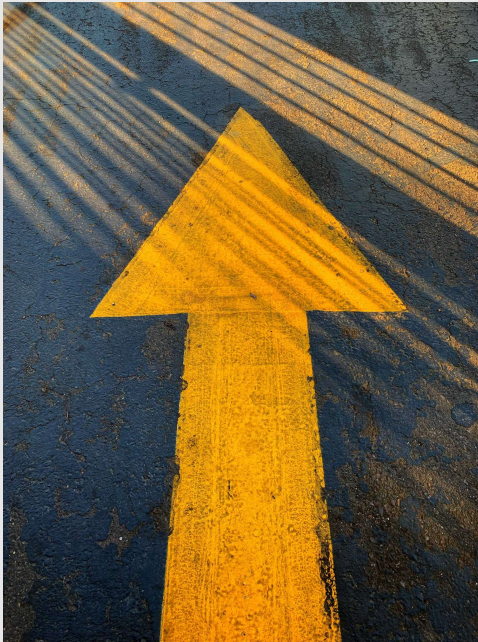
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Follow Up: When Things Really Get Done

- Meeting minutes should be sent out to attendees within a week of the meeting
- Action items and decisions should be highlighted
- All members must take full responsibility for completing their assigned tasks *and* helping others with their tasks

Running Productive Meetings

Was Your Meeting Productive?



*A productive meeting
will leave the
organization further
ahead in its mission
than before it started.*



Any Questions



Karen Knight Consulting
Volunteer Management Strategist and Mentor

Thank you!

Keep in touch!

Email: karen@karenknight.ca

Phone: 1-250-299-8421

Web: karenknight.ca



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