



advocacy | action | answers on aging



Transforming Office Meetings from Blah to Brilliant

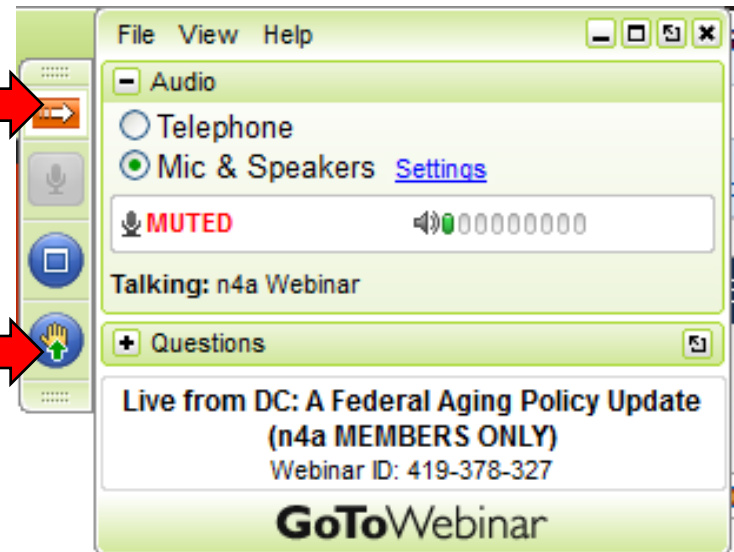
January 7, 2016 at 2:00 PM EST



Welcome
Format
Presenter Introduction

Webinar Instructions

- **Audio options**
 - Use your computer speakers, **OR**
 - Dial in to the conference call
 - All participants are muted
- **“Questions” box**
 - Q&A session will be at the **end** of the presentation, but feel free to submit your questions at any time during the presentation. Click on the “+” to pop out the questions box where you can type and submit your questions.





“If you had to identify, in one word, the reason why the human race has not achieved, and never will achieve, its full potential, that word would be...”



MEETINGS

Dave Barry- Humorist, Writer



We're hearing a lot about the
"haves and have-not's"

but, in the years ahead, the
"differentiator" will be
increasingly about...



...the “aware and the
aware-not’s.”



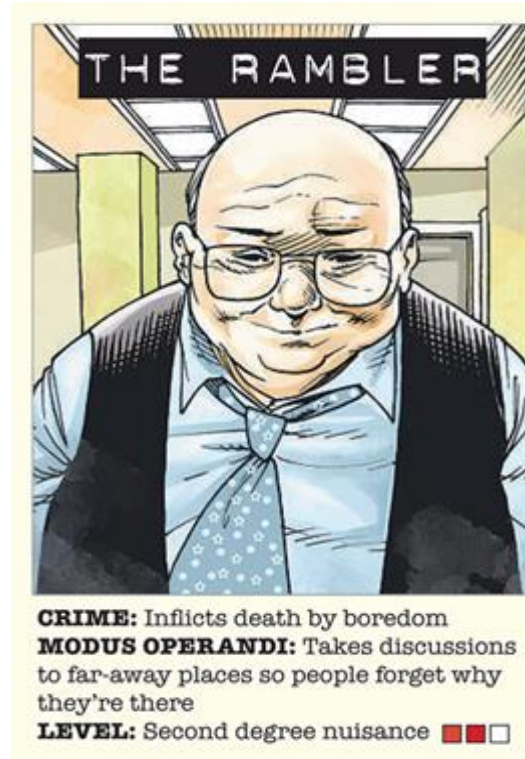
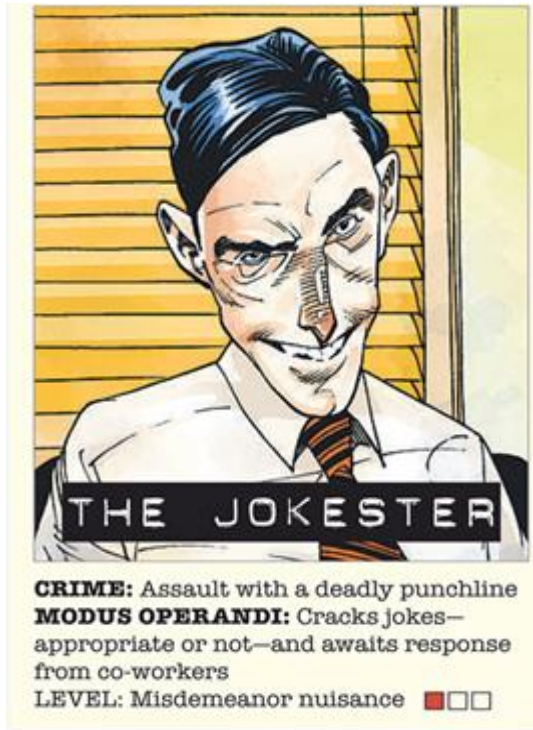
Poll Question

Our staff meetings are generally...

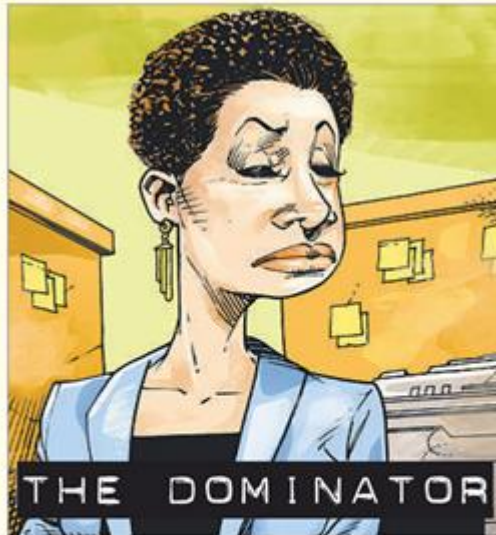
1. Highly productive and well-received
2. Somewhat productive and well-received
3. Not very productive or well-received



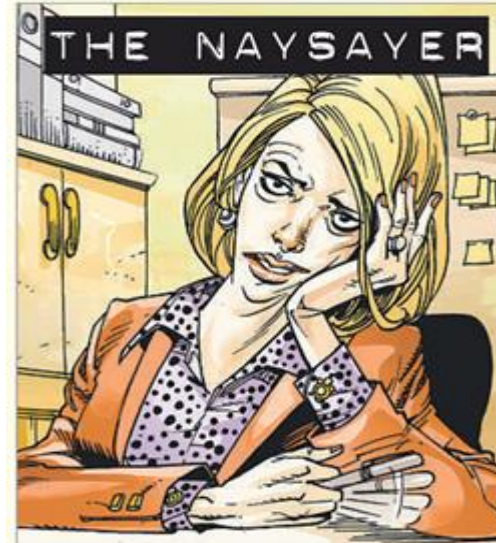
Meeting Personality Prototypes



Illustrations by the Wall Street Journal



CRIME: Greatly overestimates value of his/her personal views
MODUS OPERANDI: Disrupts discussion and induces information overkill
LEVEL: First degree nuisance ■■■



CRIME: Premeditated negativity
MODUS OPERANDI: Waits until consensus is almost reached and derails meeting with major objections
LEVEL: First degree nuisance ■■■

Illustrations by the Wall Street Journal



The Quiet Plotter:

CRIME: Practices passive-aggressive insubordination.

MODUS OPERANDI: Remains quiet at meetings; later undermines bosses and decisions.

LEVEL: First degree nuisance *M.K. PERKER*

Illustrations by the Wall Street Journal



Poll Question

Which personality prototype(s) do you recognize most in your meetings?

1. The Dominator
 2. The Naysayer
 3. The Rambler
 4. The Jokester
 5. The Quiet Plotter
- (You have the option of choosing multiple answers).



Strategies For Better Meetings

Staff helps to establish the guidelines for meetings.



Strategies For Better Meetings

Rotate the role of meeting leader.



Strategies For Better Meetings

Use pre-and-post-meeting questions to ensure the bases are covered.



Strategies For Better Meetings

Have a clear agenda and stick to it.



Strategies For Better Meetings

Create a parking lot for off-topic conversations.



Strategies For Better Meetings

Model the behavior you want to see.



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