

A stack of white papers or documents, slightly blurred, set against a light purple background.A close-up of a clock face, showing numbers and hands, set against a bright pink background.

Ten Steps to Better Meetings

A stack of papers, rendered in a green and black color scheme, set against a light green background.A close-up of a clock face, rendered in a yellow and red color scheme, set against a yellow background.

Presented by
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Agenda

- Introduction
- Common Meeting Problems
- Ten Step Process
- Exercise
- Robert's Rules
- Questions



Common Meeting Problems

- Long-windedness
- Dealing with small fires but not the larger issues
- Disruptive behavior
- Can't make decisions
- Key folks don't attend
- Lack of follow-through on tasks
- Can't get started





“Begin with the End in Mind.”
-7 Habits of Highly Effective People,
Stephen Covey

Step One

- Determine the purpose of the meeting.
- If the subject is complex, consider breaking it up into parts.



Step Two

- Determine who should attend.
- Everyone at the meeting should be a contributor.



Step Three

- Set the date and time when the participants can attend.
- Send out agenda with read-aheads prior to the meeting.





Step Four



- Make an agenda.
 - Agenda should support meeting goal.
 - First Agenda Item: Develop meeting **GROUND RULES**.
- Allot time for each item.
- **STICK TO THE AGENDA!**
- Use the Parking Lot.

Step Five

- Assign meeting roles:
 - Meeting Leader
 - Timekeeper
 - Recorder/Scribe





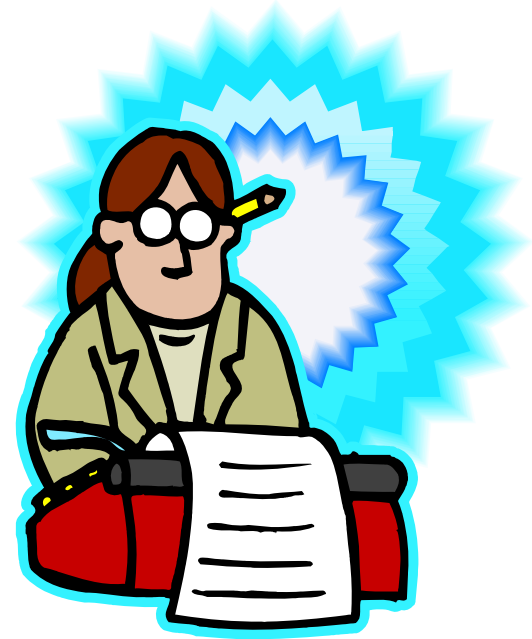
Step Six

- Start on time.
- **START ON TIME.**
- ***START ON TIME!***



Step Seven

- Record the minutes.
- Send them to the participants.
- Send them to others as necessary.



Step Eight

- Include the To-Do List in the minutes.
- Assign folks by name.
- Use due dates.
- Include the Parking Lot.





Step Nine

- For continuing meetings, create your next agenda at the end of the meeting.
- Refer to the Parking Lot for agenda items.



Step Ten

- Kaizen
- Lessons learned

Questions?



Robert's Rules of Order

■ Parliamentary Procedure

- Meeting governance
- Common law
- Originated in the United Kingdom
- Rule of the Majority
- Allows debate





Robert's Rules of Order

- Fixed order of business
 - Call to order
 - Roll call
 - Reading of previous minutes
 - Officers reports
 - Committee reports
 - Special orders
 - Unfinished business
 - New business
 - Announcements
 - Adjournment

Robert's Rules of Order

■ Motions

- Proposal by an individual member
- Action/stand taken by membership
- Call to order
- Second motions
- Debate motions
- Vote on motions



Robert's Rules of Order

- Types of Motions
 - Main motions
 - Subsidiary motions
 - Privileged motions
 - Incidental motions



Robert's Rules of Order

■ How to Present Motions

- Obtaining the floor
- Make your motion
- Wait for a second
- Chairman states your motion
- Expand your motion
- Putting the question to the membership



Robert's Rules of Order

■ How to Vote on Motions

- By voice
- By roll call
- By general consent
- By division
- By ballot





Robert's Rules of Order

- Bring order to chaos
- Mandate civility

Robert's Rules of Order

■ Two other motions

- Motion to table
- Motion to postpone indefinitely



Questions?





Exercise

- Kaizen this workshop by:
 - Get into groups of 5 or 6
 - Select a scribe
 - Select a leader
 - Select a timekeeper
 - Select a spokesperson
 - List three items for improvement

Questions?





THANK YOU!

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Sources

- Office of Human Resource Development, University of Wisconsin-Madison
- Minnesota Department of Health
- Office of Quality Improvement, University of Wisconsin-Madison
- Bacal & Associates
- Robert's Rules of Order, www.robertsrules.org