RUNNING AN EFFECTIVE BUSINESS MEETING

MANDELA WASHINGTON FELLOWSHIP INSTITUTE

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MEETINGS...WHAT COMES TO MIND?
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FREQUENCY OF MEETINGS

How often do you find yourself in meetings?

Daily? Weekly? Monthly?
FREQUENCY OF MEETINGS

- 37% of employees’ time is spent in meetings.
- Managers attend 60+ meetings/month.
- Meetings - 11 million meetings each day
  - 55 million a week
  - 220 million a month
- $37 million/year in unnecessary meetings.
Why do we attend meetings?
WHY PEOPLE MEET

- Make Decisions
- Surface Perspectives
- Allocate Resources
- Synergy
- Avoid Decisions
- Share Work
- Build Consensus
- Develop Project Plans
- Monitor Project Progress
- Review
- Share the Vision
- Share Information
- Prioritize Tasks
- Solve Problems
- Socialize
- Build Trust
Almost half of all employees consider too many meetings the biggest waste of time.

It is estimated that 25-50% of meeting time is wasted.

39% of meeting participants admitted to sleeping during a meeting.

Over 70% brought other work to meetings.
What do you dislike about meetings?
# Reported Meeting Problems

(N= 1305)

<table>
<thead>
<tr>
<th>Rank</th>
<th>Type of Problem</th>
<th>Number of References</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Getting off the subject</td>
<td>204</td>
</tr>
<tr>
<td>2</td>
<td>No goals or agenda</td>
<td>190</td>
</tr>
<tr>
<td>3</td>
<td>Too lengthy</td>
<td>187</td>
</tr>
<tr>
<td>4</td>
<td>Poor or inadequate preparation</td>
<td>94</td>
</tr>
<tr>
<td>5</td>
<td>Inconclusive</td>
<td>88</td>
</tr>
<tr>
<td>6</td>
<td>Disorganized</td>
<td>86</td>
</tr>
<tr>
<td>7</td>
<td>Ineffective leadership/lack of control</td>
<td>38</td>
</tr>
<tr>
<td>8</td>
<td>Irrelevance of information discussed</td>
<td>37</td>
</tr>
<tr>
<td>9</td>
<td>Time wasted during meetings</td>
<td>37</td>
</tr>
<tr>
<td>10</td>
<td>Starting late</td>
<td>36</td>
</tr>
<tr>
<td>11</td>
<td>Not effective for making decisions</td>
<td>31</td>
</tr>
<tr>
<td>12</td>
<td>Interruptions from within and without</td>
<td>30</td>
</tr>
<tr>
<td>13</td>
<td>Individuals dominate/aggrandize discussion</td>
<td>29</td>
</tr>
<tr>
<td>14</td>
<td>Rambling, redundant, or digressive discussion</td>
<td>27</td>
</tr>
<tr>
<td>15</td>
<td>No published results or follow up actions</td>
<td>25</td>
</tr>
<tr>
<td>16</td>
<td>No pre-meeting orientation/cancelled or postponed meetings</td>
<td>20</td>
</tr>
<tr>
<td>17</td>
<td>Meetings too large/too many people</td>
<td>13</td>
</tr>
<tr>
<td>18</td>
<td>Ineffective speakers/communication problems</td>
<td>13</td>
</tr>
<tr>
<td>19</td>
<td>Too much information presented</td>
<td>12</td>
</tr>
<tr>
<td>20</td>
<td>Poor attitudes or effort by participants</td>
<td>10</td>
</tr>
<tr>
<td>21</td>
<td>Lack of participation</td>
<td>8</td>
</tr>
<tr>
<td>22</td>
<td>Participants have no decision authority</td>
<td>8</td>
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</tbody>
</table>
What best practices have you seen for running effective meetings?
BEST PRACTICES ON RUNNING EFFECTIVE MEETINGS

- Provide an agenda, purpose, and goals for the meeting
- Invite the right people
- Schedule shorter meetings
- Encourage people to stay focused
- Don’t allow people to monopolize the meeting
- Document actions
- Follow-up
IN CONCLUSION

Information

Motivation

Integration

Application

Transformation
THANK YOU