

## **Activities for Lead Effective, Quality Meetings**

### **Circle to Circle Questions:**

1. Why don't you like to go to meetings?
2. What are the ideal qualities that a committee member would have?
3. What is the most important reason to have a meeting?

**These scenarios to be photocopied and distributed randomly among the tables.**

1. During your bi-monthly committee meeting you (and others) are distracted by constant side conversations between two members of the group. It doesn't matter which meeting or what time of year, it's a given that these two will talk while the meeting is being conducted. What do you do?
2. Your Committee has been meeting haphazardly for the last fiscal year: members are not meeting goals and blowing off deliverables. You are starting to get pressure for your committee to step up and take ownership. How do you do this without sounding like a scolding parent, offending members and making the whole situation worse?
3. You just joined a committee known for its high level of camaraderie, ability to move their initiatives ahead and good reputation among peer committees. That excitement is quickly dampened by the one long-time member who is so negative during your meetings (both verbally and in her body language) that it's beginning to impact the overall "mood" of the meetings and the group. You don't want to embarrass the person, but you have to do something. What do you do?
4. Your committee voted in "Jeff" as the minute-taker at the beginning of the semester, and he accepted the responsibility for the semester. By the third meeting, Jeff still hadn't produced even a draft of the minutes for review by another on the committee. He doesn't know when he will have the first round of minutes for review, let alone those from meetings two and three. This is causing a case of heartburn for the Committee members. What steps could the meeting leader take if Jeff shows up to the fourth meeting with no minutes to distribute?

## **Scenario #1; Nasty Conflict**

You are in a meeting discussing future plans. You state a strong and supported position. A coworker (who has been there 5 years longer than you) disagrees with your views. As the conversations continues, others begin to take your side, which further agitates your coworker who then direct comments at you such as, “That is how we have always done here”, “You just don’t know what you are talking about”, “Our management will never go long with your ill-conceived plan”, and “That is the dumbest plan since....”

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## **Scenario #2; Scathing Emailer**

You have always tried your best to perform your duties with excellence. An employee from another department that you know by name, by not well, greatly misinterprets your actions and sends a scathing email attacking your integrity, professionalism and common decency. To show how upset they are, they also include your boss, boss's boss, the CEO and select colleagues in the distribution list.

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### **Scenario #3—Alternative Facts**

You discover that a colleague, who you have had an infrequent, but cordial relationship you has lied to you and others on an substantial issue that derails an important conversation. This is not a disagreement of opinion, but a knowing misstatement of fact.

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