



# Effective Meetings

Planning and conducting  
result-oriented meetings

Version 2014-03

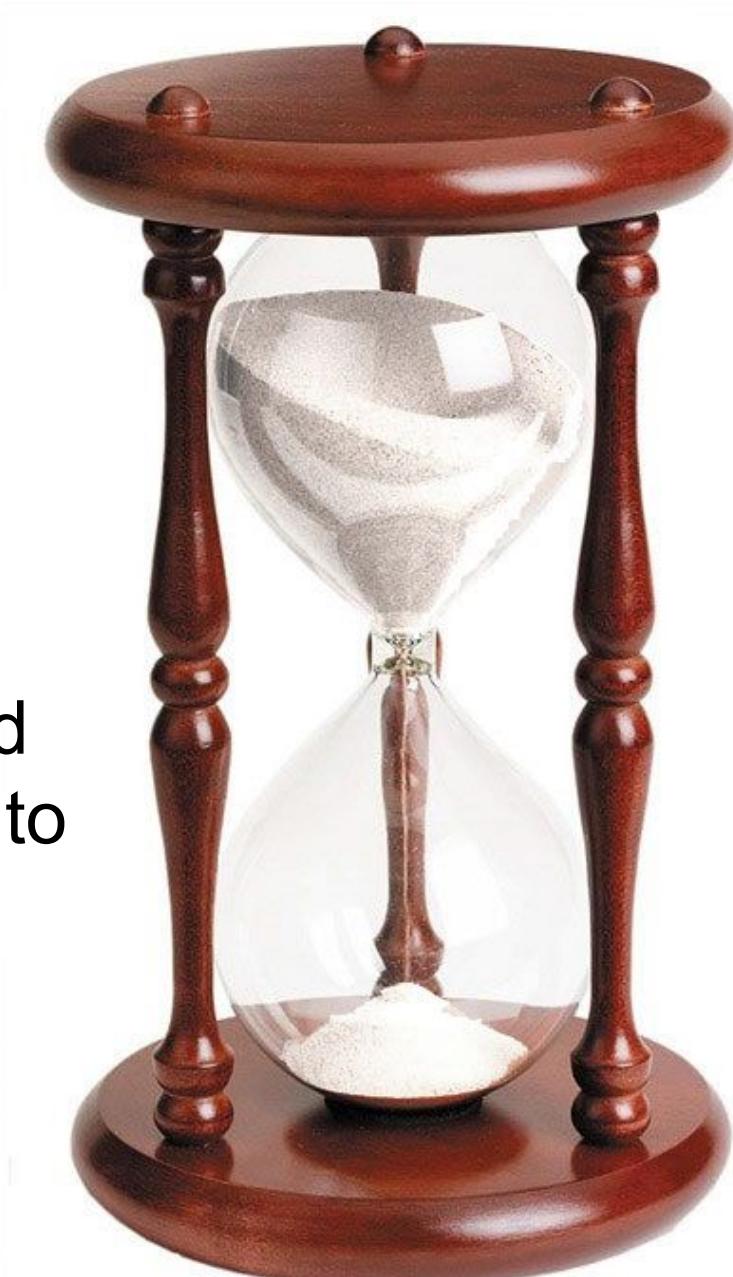
JCI Mission:

“To provide development opportunities that empower young people to create positive change.”

- We all have **24** hours a day
- Our hours have **60** minutes
- Our minutes have **60** seconds

Time is the most important limited resource we can offer or dedicate to others!

If people decide to invest time in a meeting, it better be effective!



# Course Objectives

The purpose of the Effective Meetings course is to empower young people with the understanding of why **effective meetings** are important to **creating sustainable impact** and how to make their own **local meetings more effective and inspiring**.

Even if we don't like it or don't know it, we are  
**constantly meeting!**  
Face-to-face or remotely



# What is a meeting?

The **gathering** of  
**two or more**  
**people** with a  
**common purpose**  
to **discuss**, **decide**  
and **achieve**  
**common goals.**



# Why do we need Meetings?

Plan

Decide

Solve

Share

Praise

Inform

Evaluate

Criticize



# What is an Effective Meeting?



## PURPOSE

What do we want to achieve?

## PROCESS

How will we achieve it?



## ACTION

What will be done after?

A close-up photograph of a black and white soccer ball hitting the back of a white mesh goal net. The ball is positioned in the lower-left quadrant of the frame, angled towards the right. The background is a clear, bright blue sky.

# PURPOSE

- Every meeting should have clear **purpose**
- Something we wish to **achieve**

**Without a purpose, we are simply meeting for the sake of meeting.**

# PROCESS

- Every meeting has a particular **dynamic** that **leads to an agreed result.**
- The process should enhance **understanding**, encourage **discussion** and **decision** leading to a particular **action**.



# ACTION

- Participants of the meeting **agree to take a particular action.**
- An action **during** the meeting.
- An action fulfilling the **responsibilities** as a result of the decisions at the meeting.



A black and white soccer ball is shown from a low angle, hitting the back of a white goal net. The ball is mostly white with black pentagonal panels. The net is made of white cords forming a diamond pattern. The background is a clear, bright blue sky.

THE  
PURPOSE  
of the  
meeting

Here is how we normally communicate our meetings:

1<sup>st</sup>

**WHAT?**

Most times

**PARK &**

**RECREATION**

**PROJECT MEETING:**

Next week, Tuesday,  
at 7pm

2<sup>nd</sup>

**HOW?**

Some times

3<sup>rd</sup>

**WHY?**

Few times

We propose to invert the order of the questions...

1<sup>st</sup>

WHY?

## PURPOSE

To decide on ways to improve the city's parks & recreation facilities.

2<sup>nd</sup>

HOW?

## PROCESS

Participants will analyze, discuss and propose actions.

3<sup>rd</sup>

WHAT?

## ACTION

A project proposal will be presented, discussed and voted.

So, this invitation can be transformed...

1<sup>st</sup>

WHAT?

# PARK & RECREATION PROJECT MEETING:

Next week, Tuesday,  
at 7pm

2<sup>nd</sup>

HOW?

3<sup>rd</sup>

WHY?

... by reorganizing the order of the questions.

1<sup>st</sup>

WHY

?

## LIVE LIFE WITH A DIFFERENCE!

2<sup>nd</sup>

HOW

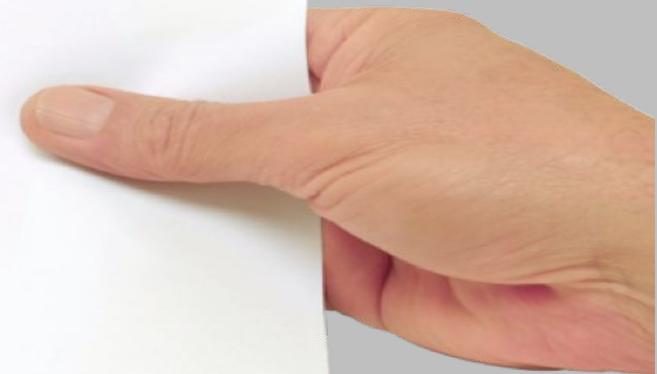
?

Join us this Tuesday at 7pm and be empowered to analyze, discuss and decide the best course of action to solve the challenges faced by the city's parks and recreation facilities.

3<sup>rd</sup>

WHAT

?



Meetings must **inspire**,  
generate **enthusiasm**  
and **lead to action!**





# Teamwork

You are given one of these JCI meeting scenarios:

- First project committee meeting
- General membership meeting
- Annual General Assembly

## TASK

Write the **purpose** of the given meeting including **why-how-what** and ensure it will **inspire**, generate **enthusiasm** and lead to **action**.

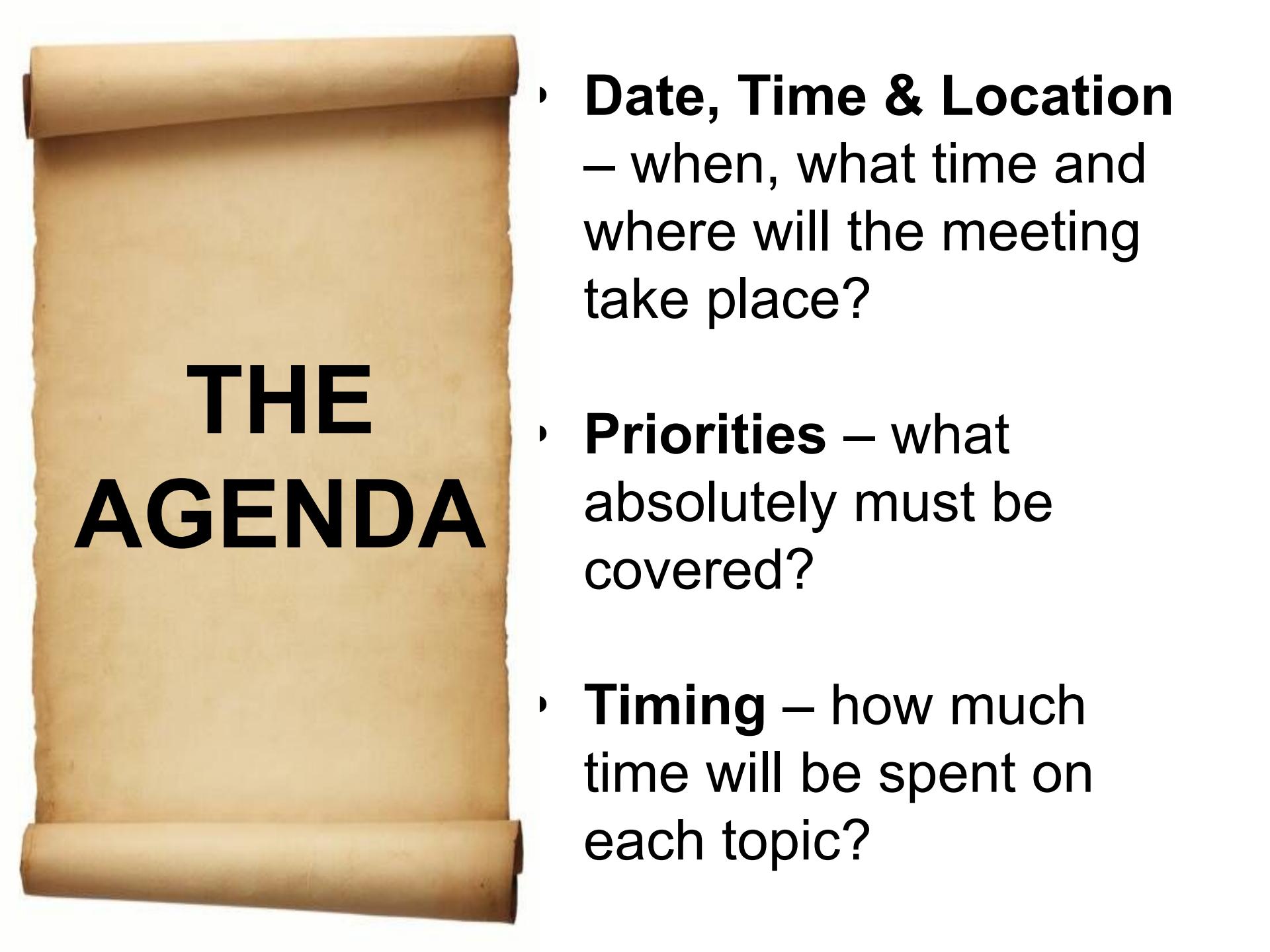
# THE PROCESS of the meeting



# Planning the meeting

1. Date, Time & Location
2. Agenda
3. Notification/Invitation
4. Topics
5. Resources-material
6. Resources-human
7. Resources-equipment
8. Responsibilities
9. Follow up





# THE AGENDA

- **Date, Time & Location**  
– when, what time and where will the meeting take place?
- **Priorities** – what absolutely must be covered?
- **Timing** – how much time will be spent on each topic?

- **Sequence** – in what order will you cover the topics?
- **Results** – what do you need to accomplish at the meeting?
- **Participants** – who needs to attend the meeting for it to be successful?



# THE AGENDA



# Teamwork

Gather in the same teams that created the meeting purpose.

## TASK

Based on the previously decided purpose, create a meeting agenda to meet the characteristics of an agenda that **inspires**, generates **enthusiasm** and leads to **action**.

# The Agenda

**Every meeting should have a different agenda.**

- Describes the purpose and the pre-determined sequence of items to be covered
- Sent or published in advance
- Must be agreed upon
  - Can be amended
  - Any topic not included is out of order



# Sample Agenda

## Name of the Organization

Date, time and location

Purpose of the meeting

- **Opening exercises:** Call to order, JCI Creed, Mission and Vision, quorum, excuses, introductions
- **Reports and Information:** Short reports of the status of projects, activities, etc.
- **Pending items:** Issues pending from last meeting
- **New items:** Motions, proposals, etc.
- **Closing:** Next meeting, vote of thanks, etc.

# Running the Meeting

The success of the meeting will depend on the preparedness of the Chairperson.



- Setting the meeting tone
- Keeping the discussion on track
- Ensure everyone has a fair chance of being heard
- Tie things together when the discussion jumps around between interrelated topics
- Summarize relevant points



# Running the Meeting

Filling the role of leader or facilitator is no easy task, especially when personal agendas clash or misunderstandings occur.

Although a well-planned meeting will significantly reduce surprises and meeting confusion, there is no guarantee everything will run smoothly, even with the best planning.



# Begin and end on time

- Starting late sends the message that it's okay to be late.
- It shows a lack of respect and appreciation for those who make the effort to arrive on time.
- Some people may have other plans for after the meeting, so ending on time shows respect for participants valuable time.
- No one ever complains if you end early.

# Use the agenda

- Review the agenda with participants at the beginning and ask if any changes need to be made.
- Continually refer back to the agenda throughout the meeting to keep discussion centered on the purpose and specified agenda items.
- Post the agenda on an easel pad and tape it to the wall, this way everyone can refer to the agenda when discussion seems to be getting off track.

# Everyone should be heard

- Make sure everyone has a fair chance of expressing ideas and opinions.
- Do not let one person dominate the discussion.
- Ensure that quiet participants are expressing their ideas and opinions.  
This may require the leader or facilitator to directly call on the quiet member and ask them for their opinion or for any ideas they would like to share.



# Bring food!

- Food energizes and motivates people more effectively than any other meeting tactic.
- Although many people still prefer the standard coffee and donuts, alternatives such as fruit, juice, and bran muffins can be provided.
- For afternoon meetings, cookies, hard candy, fruit, and cheese are several suggestions.



A circular arrangement of approximately ten hands of various skin tones, including white, black, and tan, stacked together against a plain white background. The hands are positioned in a circle, with each hand's fingers interlocking with the next, creating a sense of unity and teamwork.

The action  
after the meeting

# Summarize decisions and responsibilities

- Conclude the meeting by summarizing the discussion, decisions made, tasks delegated, deadlines, and any action required by participants.
- Include in the summary any review plans for follow-up or the need to schedule any succeeding meetings.
- It is far easier to schedule the next meeting while everyone is at present at the current meeting, than it is to wait and contact each participant individually.



# **Meetings are not the reason for which organization exists!**

## **Meetings enable the organization to make decisions.**

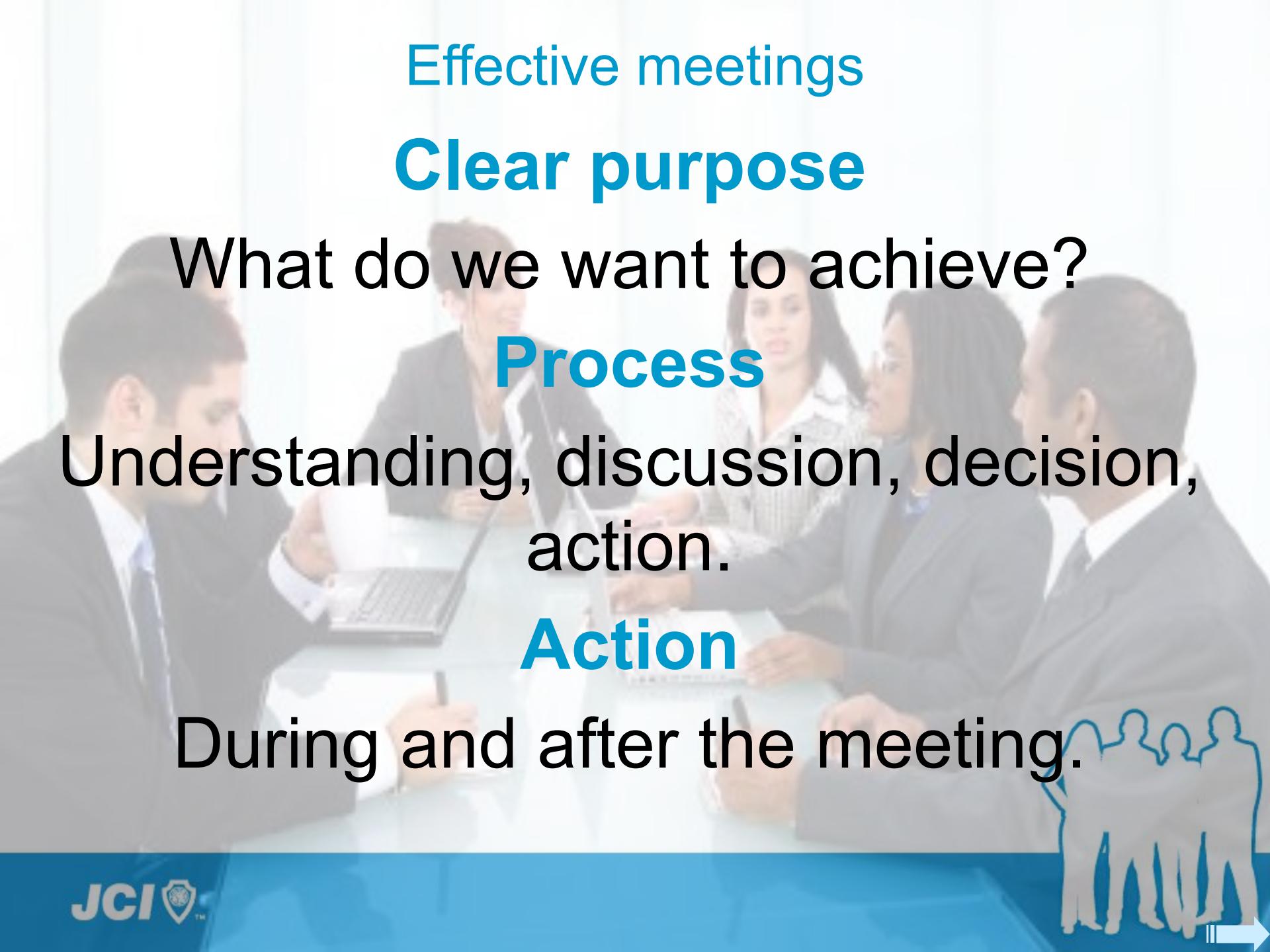


**Focus on  
the purpose,  
the reason  
why we meet.**



Plan other forms of interaction to engage members and only have meetings if decisions need to be made.



A background photograph of a diverse group of business professionals in a meeting. One person in the foreground is writing on a whiteboard. The scene is overlaid with large, bold text.

**Effective meetings**

**Clear purpose**

What do we want to achieve?

**Process**

Understanding, discussion, decision,  
action.

**Action**

During and after the meeting.



# **As you look forward to your next meeting,**

**Ensure that participants are  
inspired, the meeting  
generates enthusiasm and  
leads to action!**





# Thank you!

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