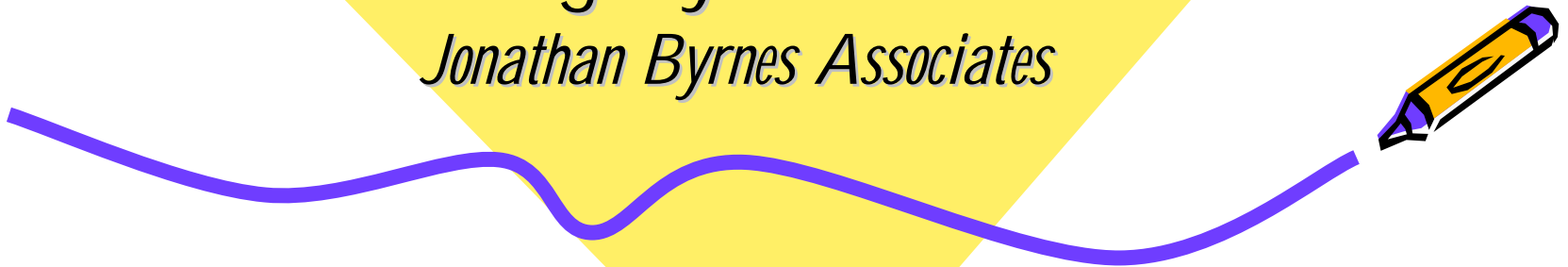


Productive Meeting Fundamentals

Gregory J. West
Jonathan Byrnes Associates

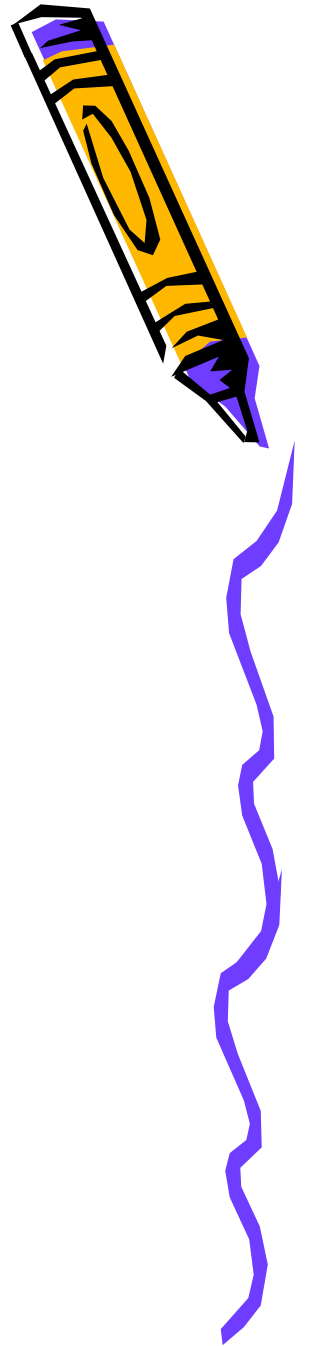
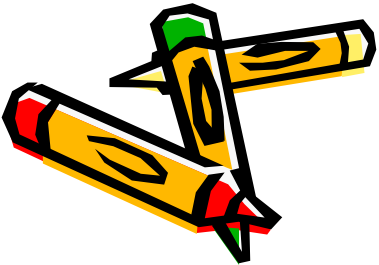


Objectives

- To help you understand a meeting's:
 - True Costs
 - Elements
 - Best Practices for Productive Meetings

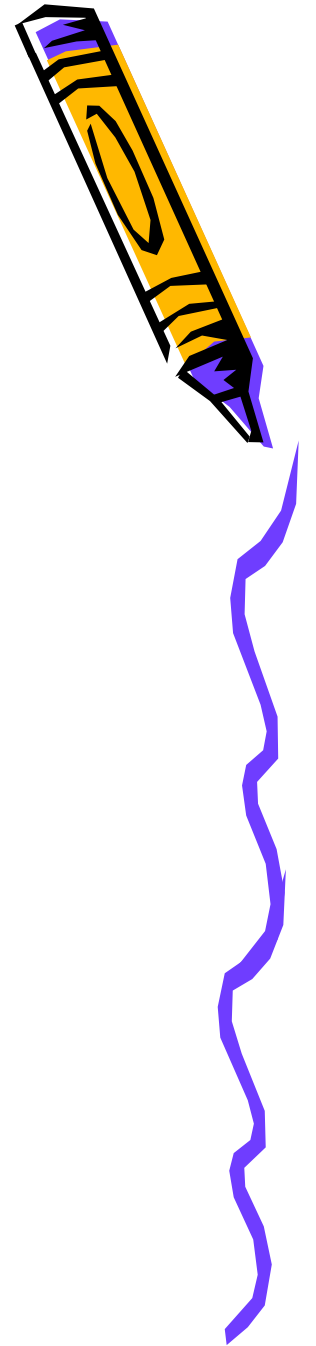
Tools to help YOU make meetings

More Productive



Agenda

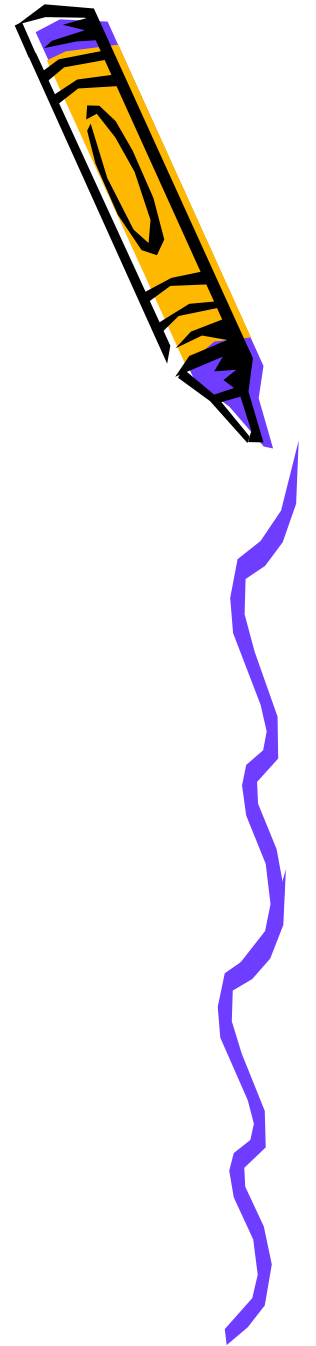
- Introduction (10 min)
- Meeting Horror Stories (5 min)
- Meeting Costs (5 min)
- GRI P the OARR's (15 min)
- Quick Exercise (5 - 10 min)
- Q & A (5 min)



Rules

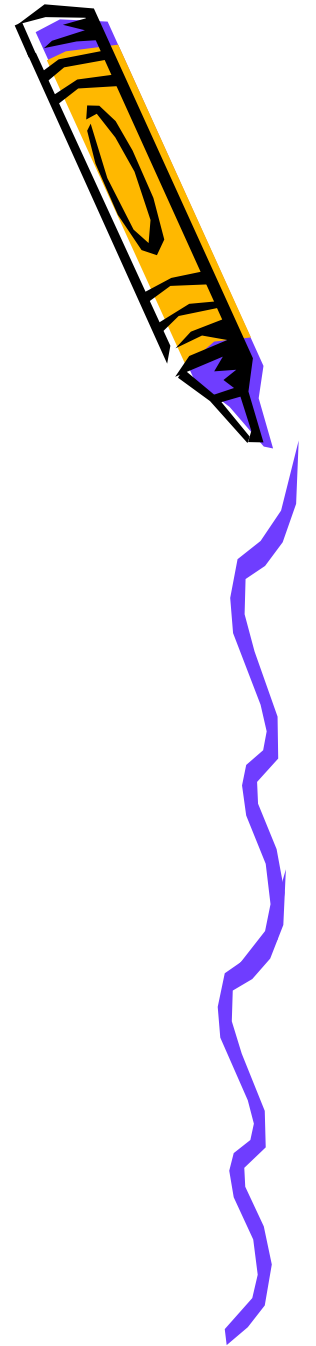
- I talk; you listen
- Participate Actively
- Cell Phones on Stun

Have some fun!!!!



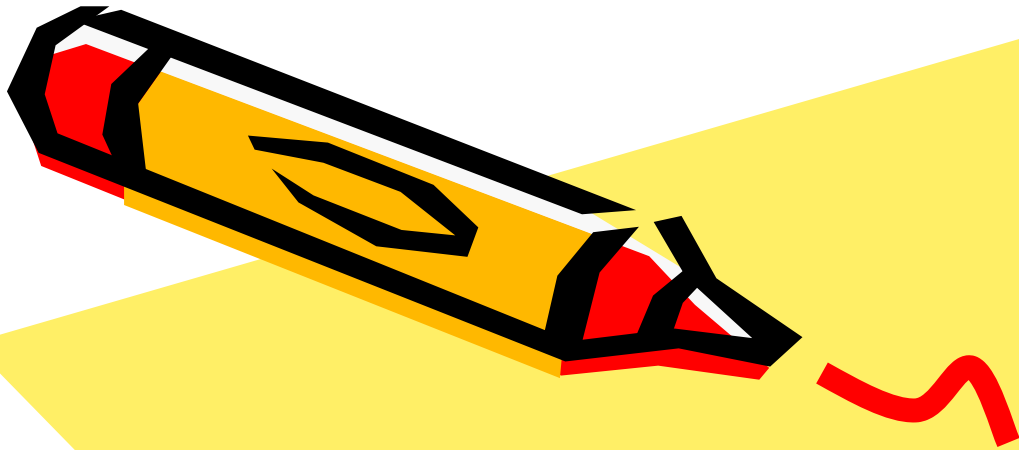
Roles

- Meeting Leader – Greg
- Timer –
- Participants - You

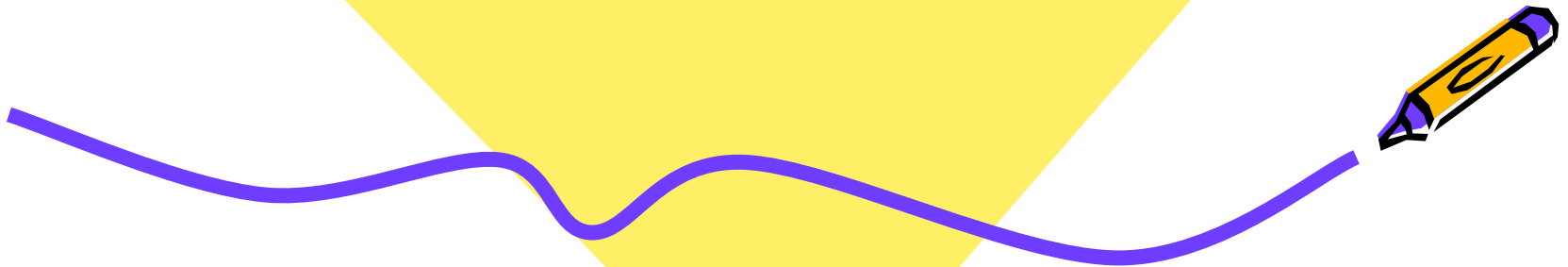




Meeting Horror Stories



Meeting Costs



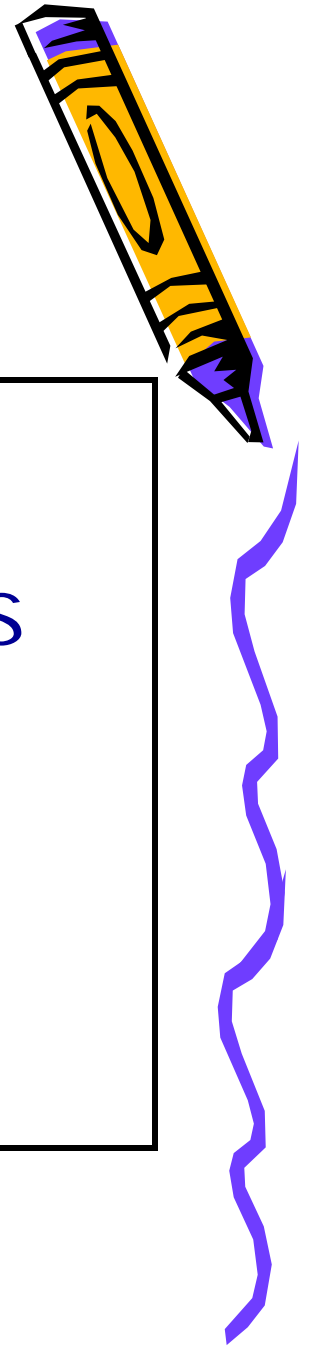
GRI P the OARR's

- GRI P

- Goals
- Resources
- Issues
- Procedures

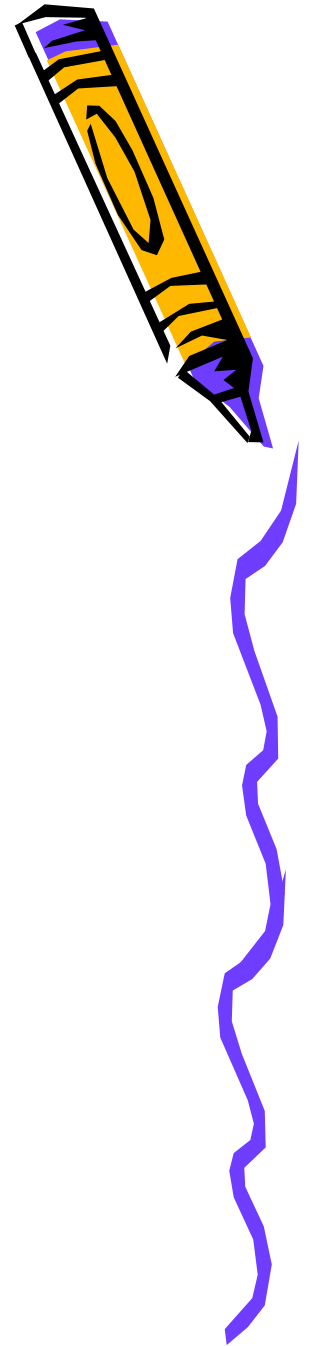
- OARR's

- Objectives
- Agenda
- Rules
- Roles



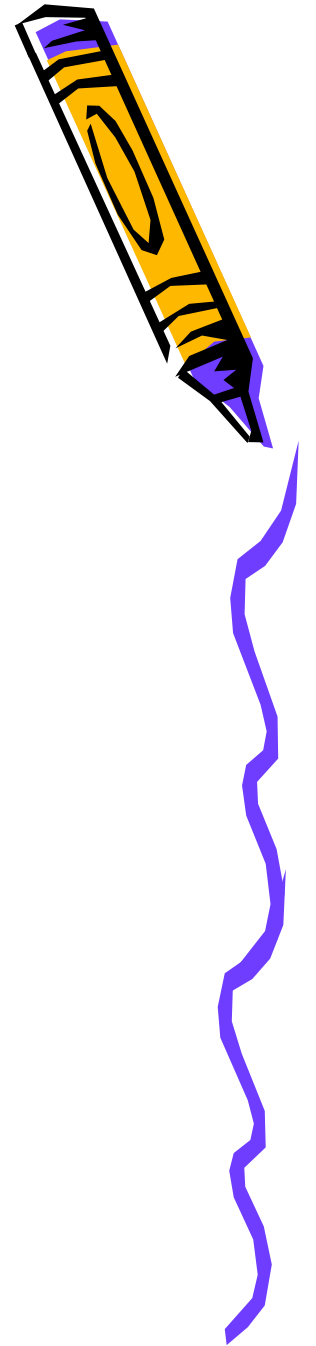
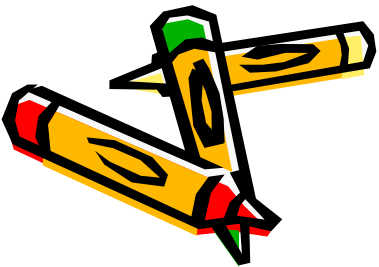
Goals

- Decision Making
- Information Getting
- Information Giving



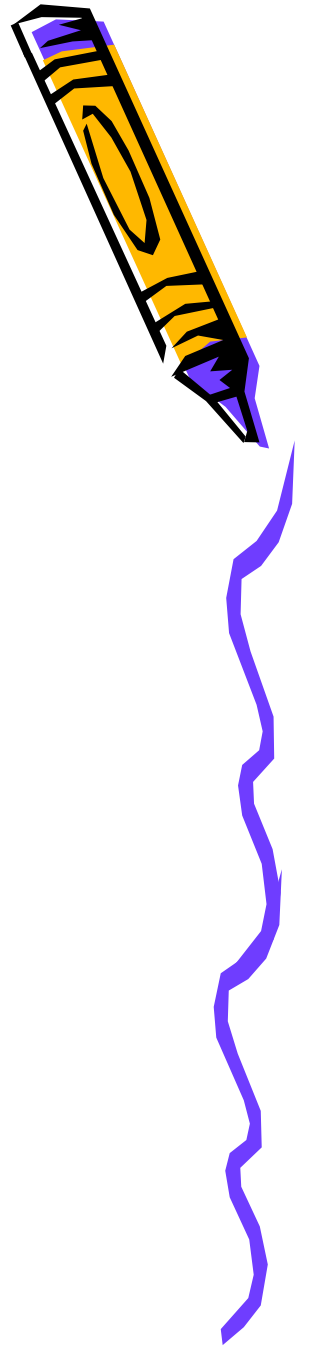
Goals

- Decision Making
- Information Getting
- Information Giving
- Social



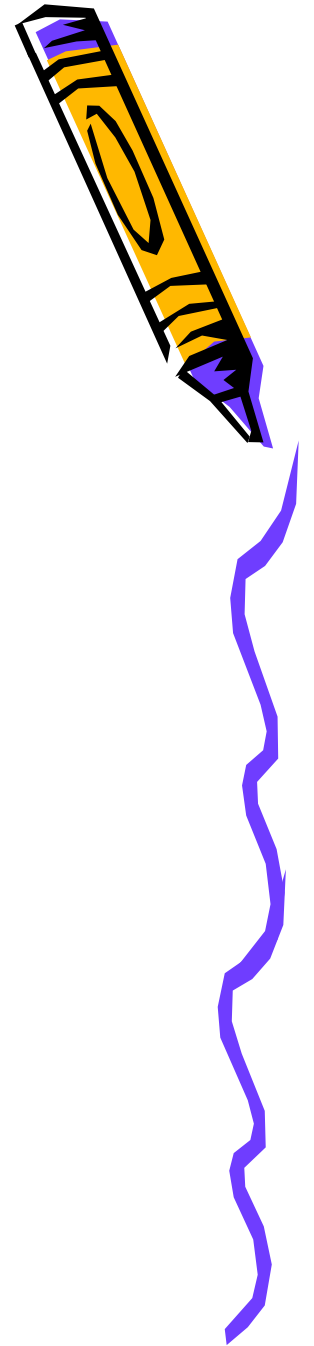
Resources

- People
- Venue
- Facilitator?
- Budget



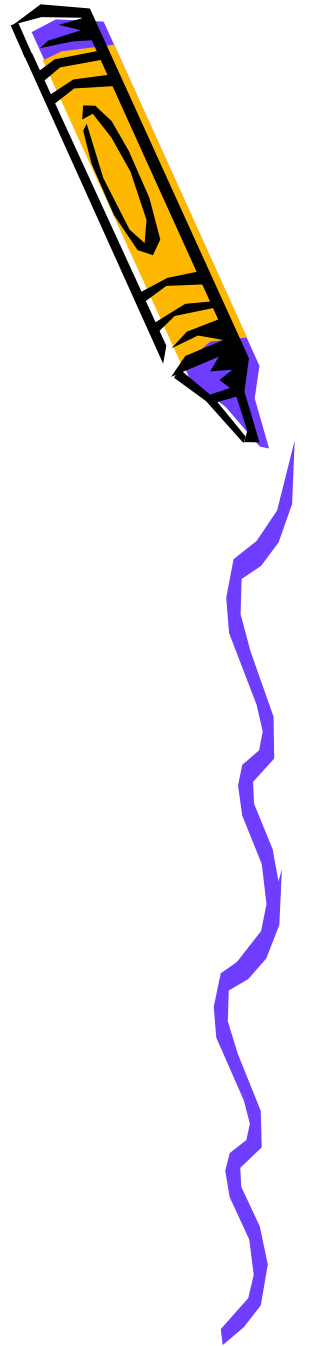
I ssues

- Key Problems
- Agenda Order
- Common Understanding
- Roles
- Hidden Agendas



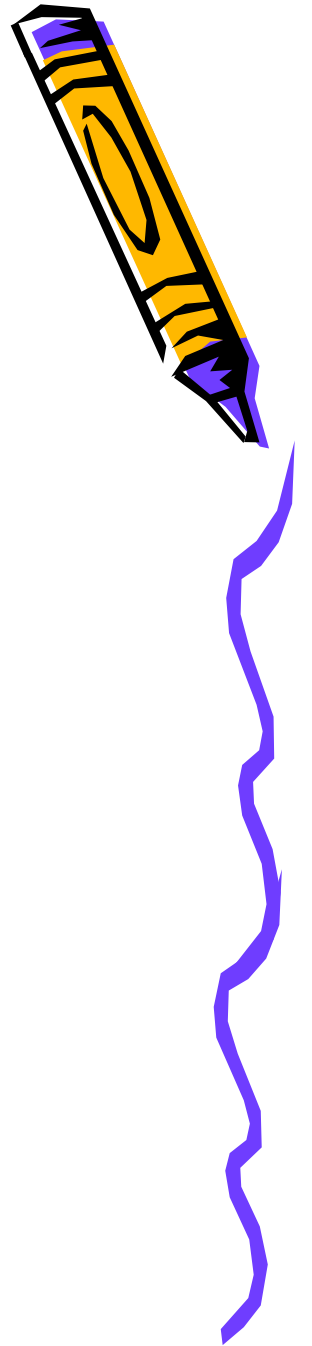
Procedures

- Parliamentary
- Consensus
- Feed Back
- Brain Storming
- Round Robin Discussion



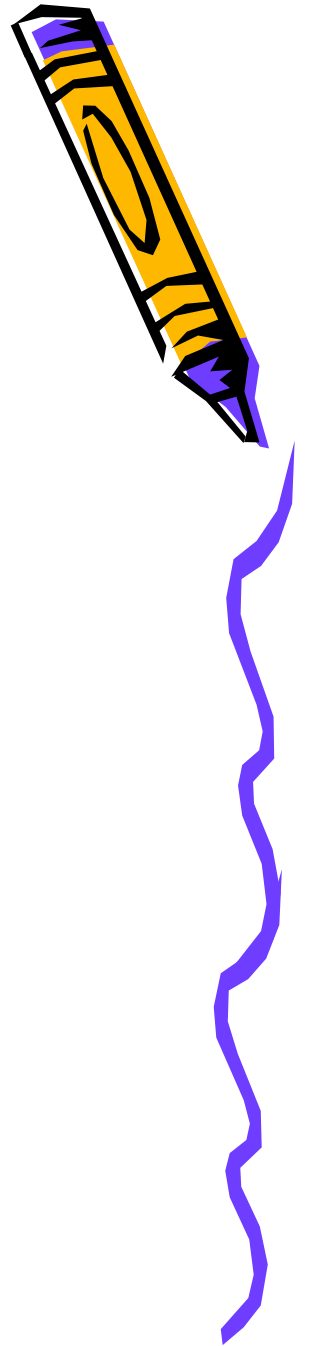
Rules

- Meeting to start and end on time
- Be prepared
- Keep within time limits
- Keep my mother out of this
- No side meetings
- ???



Roles

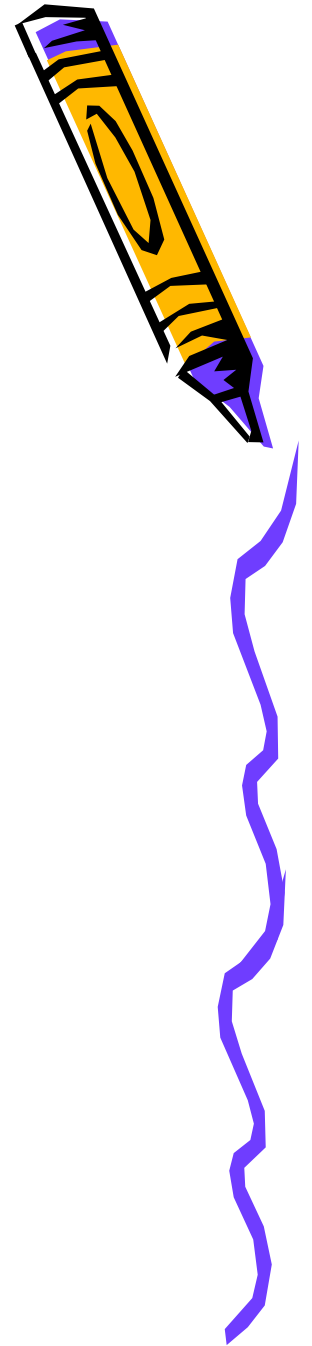
- Leader
- Facilitator?
- Time Keeper
- Recorder
- ?

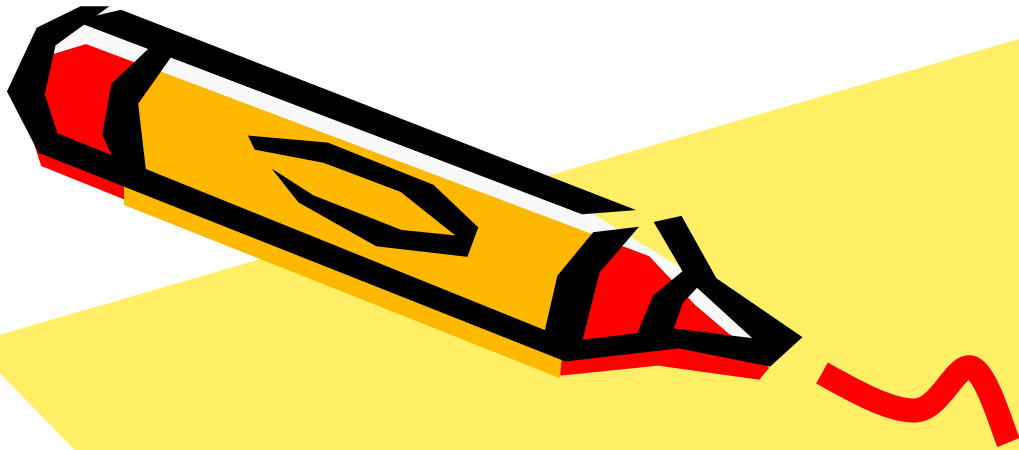


Quick Exercise

EMS Board Meeting Subject –
EMS Meeting Attendance

- Group 1 – GRI **P**
- Group 2 – O**A**RR's





Q & A

