

RUNNING AN EFFECTIVE MEETING

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Meetings can be an effective tool to get work done.

- Are effective Meetings the same as Efficient meetings?
- In your groups nominate and review a meeting

WHY

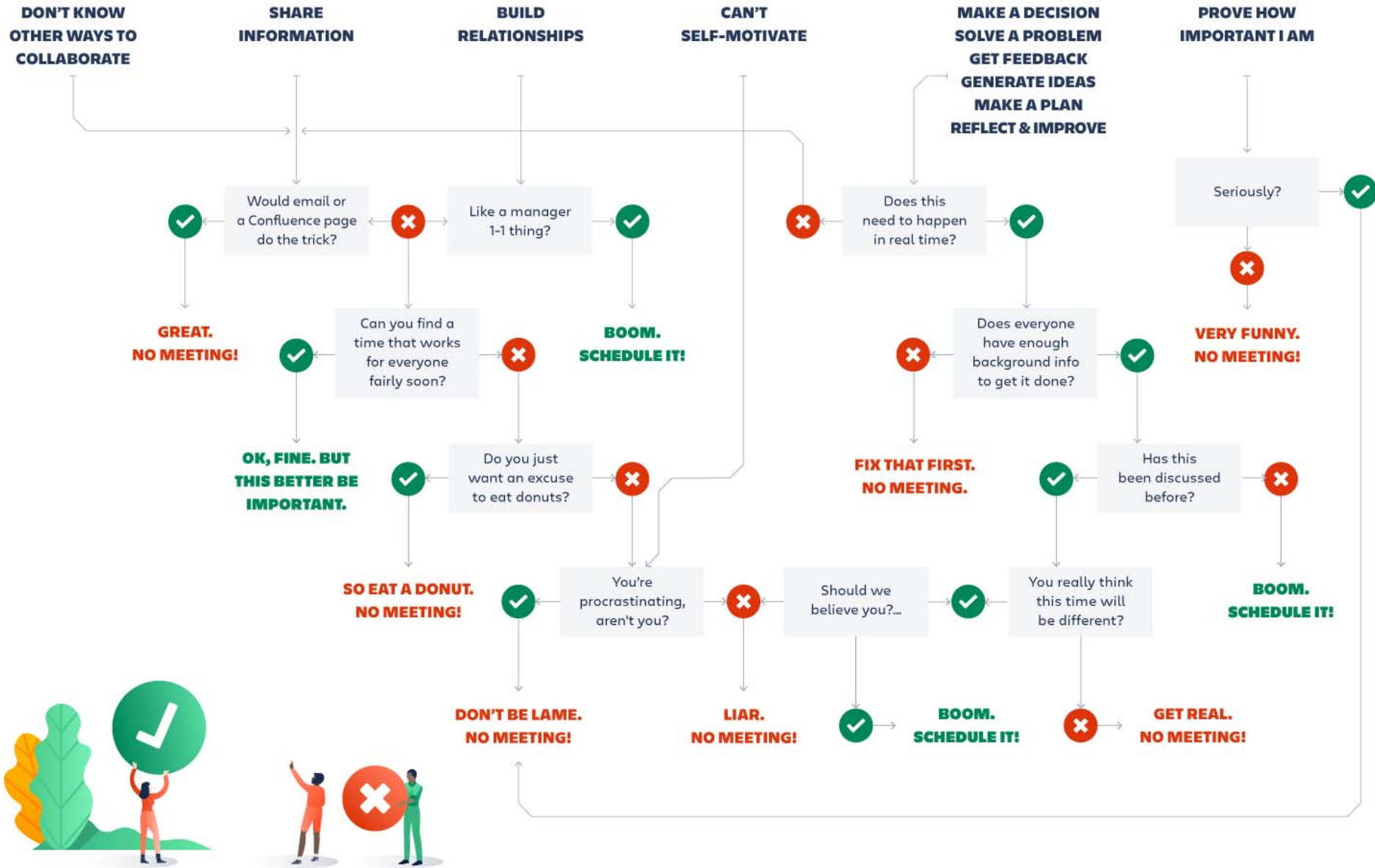
WHAT

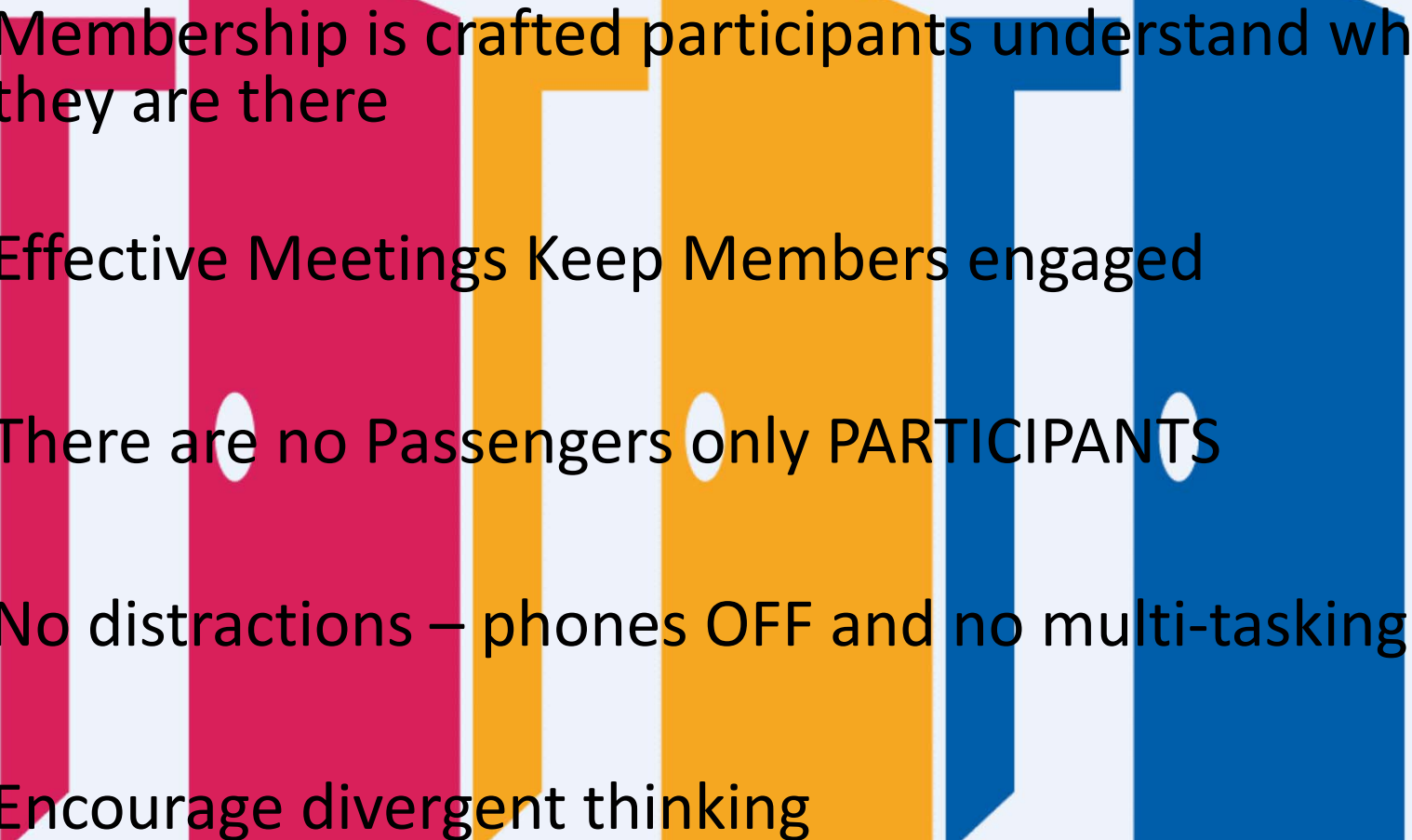
WHO

WHEN

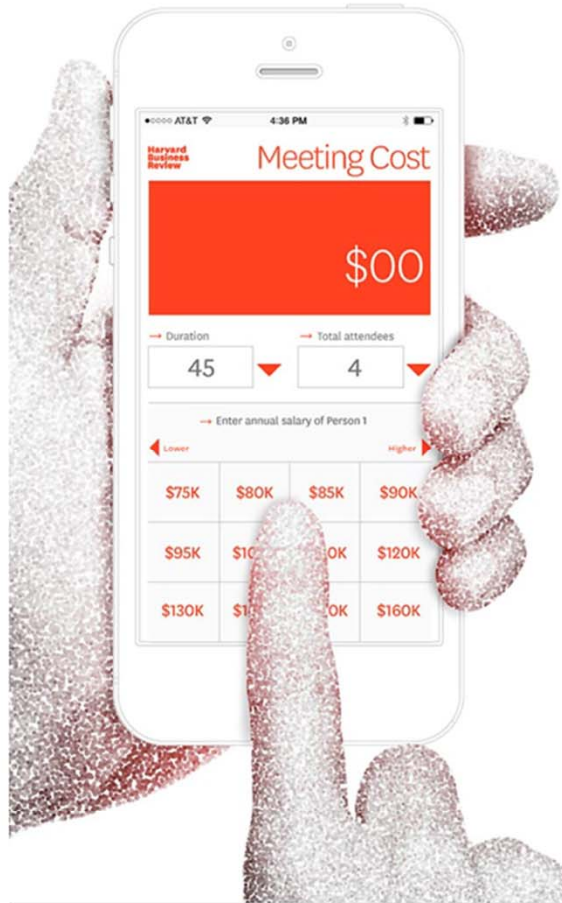
Rotary Opens Opportunities

WHY DO YOU WANT TO CALL A MEETING?



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- Membership is crafted participants understand why they are there
 - Effective Meetings Keep Members engaged
 - There are no Passengers only PARTICIPANTS
 - No distractions – phones OFF and no multi-tasking
 - Encourage divergent thinking

Rotary Opens Opportunities



Stuck in an unproductive meeting — again? Everyone agrees that meetings can be a waste of time, but they're actually a waste of money, too. How much? In [a study of time budgeting](#) at large corporations, Bain & Company found that a single weekly meeting of midlevel managers was costing one organization \$15M a year!

Rotary Opens Opportunities

MEETING GROUND RULES

1. Arrive on time to ensure starting and ending on time;
2. Have agenda and come prepared;
3. Be concise, stay on topic (use "parking lot" items);
4. No disruptions: phone, email, text, side conversations;
5. Ask clarifying questions if you don't understand;
6. Value the strength of diverse input;
7. Demonstrate mutual respect, no negative criticism;
8. If you disagree, propose a solution;
9. Respect confidentiality;
10. Have fun / use humor;



If the meeting is not effective,
change it!

Rotary Opens Opportunities