

PMI-Portland Meeting Facilitation Workshop

Wednesday, November 30, 2005

Best and Worst Meetings A Group Memory Exercise

<i>BEST MEETINGS</i>	<i>WORST MEETINGS</i>
Focused on agenda/narrow focus	No agenda
Start/end on time (or early!)	Timeliness – not sticking to the agenda timeline
Ground rules – agreed upon at the beginning of the meeting, sets boundaries, facilitation tool, authority set (“Whoever controls the minutes, controls the outcomes.”)	No well defined purpose or goal for the meeting
Parking Lot (for additional topics)	Lack of preparation
Clearly defined objectives	Too detailed
Clear action items (person, action, due date)	Huge PowerPoint presentations
“Everyone on the Phone” – Everyone in the room participates	Reading PowerPoint
Pre/post meeting information (published in a timely manner)	Sidebar conversations (e.g. phone calls)
Appropriate attendees	Low attendance
Participant buy-in	No facilitator
Scribe is NOT the facilitator	Multi agenda/hidden agenda
Facilitator is NOT the manager/director, etc.	Too many attendees
Participant(s) with expertise with the topic (outside presence)	Missing key personnel
Facilitator doesn’t read the presentation – stays connected to the audience	Rambling
Rotate facilitator, scribe and timekeeper (rotate positions)	
Use agenda and reflect on points before moving on	
Very aware facilitator	