

Meeting Facilitation Solutions That Work!

Meeting Facilitation Solutions That Work! (plus 10 bonus links)

**Meeting facilitation tips
that have helped my clients
achieve productive monthly
meetings, with maximum
engagement and results.**

**A Guest Post By By Cheri
Essner, PMP, MCPM, MCBA**

**Irene Becker, Just Coach It- | 30 Leadership Blog-25,000+
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Monthly meetings can be a challenge, because trying to through the agenda can be torturous. Meetings can become frustrating for those who are prepared and need the teams input before moving forward. Before we look at the solutions, let's

take a look at what commonly frustrates meeting participants and stymies results:

Top Ten 10 Most Common Meeting Facilitation Problems

- 1. Allowing team members to dominate the conversation.
- 2. Meeting does not start on time, stay on track or finish on time.
- 3. No specific action items or direction.
- 4. No clear meeting purpose or objective.
- 5. Facilitator is not inspiring or motivating.
- 6. There appears to be no organization i.e. No agenda.
- 7. Entire meeting too long.
- 8. Repeating information for late arrivals.
- 9. Weak presenter (unprepared, monotone, overly redundant).
- 10. Boring and repetitive.

A few small changes that make a huge difference in your meeting outcomes for smart targets and effective results. A successful meeting get attendees inspired, engaged and

provides value with information they did not have prior to the meeting. Some examples are new knowledge about a product or initiative, or a new skill after a training seminar.

Here are some easy steps, effective tips, that have helped my clients hold productive meetings!

Top Ways to Hold Effective Meetings Start with Why. Clearly identify your desired meeting objectives.

The Agenda: Why are you having this meeting?

- Include your team's input for the topics on the agenda.
- The agenda should have time is allocated for each item to be discussed. Make sure you do not lump five items together and put a 45 minute time limit. Each item requires a time limit. The team member responsible for the agenda item should outline how much time they need and then honor that.
- Choose your meeting length and structure based upon your desired objective. (e.g. tactical meetings differ from strategic planning)
- Create an attainable Agenda to meet your objective.

During your meeting:

- Good facilitation is key; have one person running the meeting, one person as a time keeper of the agenda and one person creating the minutes.
- Keep to the agenda anything else is another meeting.
- Create a parking lot to capture ideas that require a separate meeting so you can keep focused.
- Coordinate and collaborate during your meeting time.
- Avoid reading committee or departmental "reports" that can be communicated via written format.
- Start and finish on time. Do not reward late arrivers by

stopping and repeating.

- Ensure that meeting minutes are taken in order to capture SMART targets.
- Each person should get the opportunity to review and reflect on the meeting including taking ownership of their targets after each meeting.
- An Action Item log should be the outcome of your meeting along with the meeting minutes.

The good news is that any organization can make these small changes, going from unbearable meetings to productive ones with enormous rewards.

So take charge of your meetings! They are part of your Leadership communication, providing tools to your team to enable them to be high functioning, fostering a learning, collaborative culture, promoting better participation, resulting in better decision making and meeting outcomes.

What do you need to change in order to make your meetings more effective?

About The Author, Cheri Essner PMP, MCPM, MCBA :



Cheri Essner is a team building, training and meeting facilitation expert with 20 years experience developing successful teams in multiple sectors including healthcare, pharmaceuticals and education. Dedicated to the integrity and excellence of her work, Cheri is also on the Board of Directors of Project

Management Institute-DHC, mentors project managers and teaches business ethics, project management and team building at the college level. She specializes in helping her clients and students achieve **Sustainable Transparent Accountable = Results!** Yes, her goal is to make every client and team

member a STAR!

Follow Cheri on Twitter @cheriessner | Contact with her on Linked In

More on Effective Communication, Team Building and Engagement. YOU Betcha!

Five Communication and Listening Posts in One!
Three Toxic Team Members to Get OUT of Your Ball Park
7 Ways to Turn Conflict/Communication Problems Around
The Agile Leadership and Management Toolkit
Five Ways To Communicate And Lead Forward
Building An Agile Self And Team
A Great Team Is The Sum Of Its Parts
Employee Engagement-Ten Steps

How To Improve Your Corporate Culture by Adriana Girdler
The Power of Communication-Great Read Review and Excerpt

I am committed to helping smart people and organizations use changes-challenges-strengths to optimize and catalyze their potential to communicate & LEAD FORWARD. Use changes and challenges to improve communication, management, leadership...career success? Build improved whole brain thinking, enhanced learning/relearning, improved focus? Yes, the proof is in ten years of inspiring and outstanding results!



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The Empowerment Compendium

**The Empowerment Compendium:
Because The Time To Get
Empowered is NOW!**

Including 31 Bonus

Empowerment, Personal Leadership & Development Links

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Empower Yourself And Others!



We all know the staggering pain of invalidation. We have all felt it. We have all received and given it. Some of us have developed habits of thought that cause us to deploy invalidation of self and/or others on an ongoing basis. The caveat remains that habits of thought and action CAN be changed and changing them is what personal leadership is all

about.

None of us is immune to the piercing, painful arrow that hits us and throws us for an emotional loop as the venom of invalidation pierces our heart and our soul. None of us can walk the journey of life and live to say that we have never invalidated another person. Invalidation is part of the human journey. Turning it around is part of the human solution, a solution that is driven by desire. Change is not our greatest threat, it is our greatest power.

If are capable of using our words, our actions and our energy to invalidate, we have the equal capacity to make a choice to say no to the venom that comes from our most powerless place.

We can decide to cut off the lagging sense of self-doubt that we feel beneath the posture of strength, or a sense of overwhelming self-doubt that makes us feel small and weak. We can say no to invalidation, by choosing to create a new platform of personal power that reflects the enormous, magnificent capacity of the human spirit to self empower and to empower others.

The lowest common denominator we each have is the ability to crush the spirit of another or to fall victim to the senseless eradication of our own sense of passion, purpose and joy. If you feel dis-empowered or invalidated; if you have dis-empowered or invalidated another human being, the solution for reclaiming your true power is the same. Reach up...

Reach for your highest common denominator. Reclaim the power you have to validate the beauty, the bounty and the majesty of human life by touching another and yourself with words of validation. **This week and always choose to be a part of the human solution. Feel your real power and use it empower the best in yourself and others.**

More on Empowerment, Personal Leadership and Development? YOU Betcha-Here Comes An Entire Empowerment Compendium!

UPDATE: *The technical glitch has been resolved. All of the links below are in working order. If you happen to come across a dead link, feel free to drop me a line at irene@justcoachit.com, and it will be resolved **ASAP***

- The Secret to Personal Development
- **From Victim to Victor**
- Remove The Wall To Your Greatest Potential
- 2 Minute Tune Up for Over Achievers AND Under Achievers
- Getting Back On Track When You Have Hit A Wall
- Break Through A Performance Plateau
- Five Ways To Lead Forward And Champion The Challenge
- Five Ways To Take Control Of Your Potential
- Ten Ways To Lead Forward In The Face Of Complexity And Change
- The 18 Word Success Formula
- The Secret To Success Is Failing Forward | A Critical Life & Leadership Skill
- Is There Something Constructive About Discontent? YOU Betcha-10 Tips and Posts
- Live and Lead Forward | Connect and Contribute
- Get Energized, Empowered & Solution Focused-3 Steps
- Self Talk-7 Powerful Steps
- The Secret to Peace and Prosperity
- PMS-Post Millenium Syndrome And How To Get Rid Of It
- The Pause-A 3 Min Exercise to Recharge & Repower
- Ten Steps To A Happier More Successful YOU
- True Happiness-Transformational Joy
- True Power-True Happiness
- The Happiness Compendium
- 4 Ways to Kickstart Happiness
- Get Happier Tip Sheet
- Rediscover Your Genius
- Turning Problems Around
- From Victim to Victor
- The Power of WHAT (not how)
- Look Within You Are The Secret
- Living And Leading The Dream-If Not Now WHEN?
- The Life You Truly Want and Need

Great Read Book Review and Excerpt

Dare-Dream-Do by Whitney Johnson

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Up Your Game | Insights, Tips & Tools

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Satisficing will not lead us forward, nor will remaining entrenched in best practices that no longer work. The need to find new ways, faster ways and better ways to develop talent, optimize learning/relearning, enhance communication, collaboration and leadership is critical.

Change is NOT a threat, it is our greatest power. Words make worlds. The more you say that change is difficult, the more difficult it will become. Start thinking forward by using

words that inspire and empower you to use the changes you face to R-E-A-C-H™ (Redirect focus – Empower Confidence – Communicate Effectively – Harvest Results)

Start getting re-inspired by what YOU can DO in the face of change, challenges and complexity *Pie in the sky? Think again. I had the pleasure of listening to Irene speak at the PMI Symposium in March 2013. Irene's energy was powerful. Her knowledge and passion on the subject of 3Q Edge and how it is key to business success was evident. She had many points that I resonated with. Her focus on the positive aspects of business was refreshing. She is endearing, knowledgeable and engaging. She even got 300 PMPs to roar at the end of her Keynote...Fabulous! Adriana Girdler CET, PMP President, CornerStone Dynamics Inc.*

There is no time like the present to take a new, fresh look at what YOU can do, what your people can do to inspire, engage and empower the fire of human purpose, potential and results. Here are three articles, replete with practical tools and tips to help you disrupt the status quo, by using change and challenges to communicate, collaborate and LEAD forward!

From Now To How

The Thriving Organization: Ten Steps Out Of Jurassic Park

Win the Race with Wolves-Ten Steps to Living, Leading and Learning Forward

Ten Ways To Build Your 3Q Leadership Edge (IQ-EQ-SQ)

Women & Leadership: Ten Steps Forward for Men and Women

The Pause: A 3 Minute Mindfulness Tool To Help you Re-charge and Re-power

More? YOU Betcha! How To Improve Your Corporate Culture by
Adriana Girdler

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