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BOTI LMS

Module 10: Making the Most Of Your Meetings

Many times, meetings can be seen as boring events that people have to attend. That does not have to be the case for your meetings. You can incorporate various elements to make them more interesting. Making the most of your meetings does not have to involve a lot of preparation. It just requires creativity and imagination. Let's take a look at some ways we can make our meetings fun.



The 50 Minute Meeting



Using Games



Giving Prizes



Review the Meeting



Knowledge Check



Module 10: Completed

The 50 Minute Meeting



The reason meetings usually last an hour is that our computer program that sets up the meeting usually has 30-minute increments of time. We are forced to schedule meetings to last at least an hour. On a daily basis, we attend more 1-hour meetings than any other kind. When you have several meetings in a row that last an hour each, you will find that you do not have time to check your emails or do other things in between because the next meeting starts right on the hour. The 50-minute meeting is an effective way to space out meetings, allowing us time to do things in between. Conducting 50-minute meetings takes discipline in time management.

Here are four steps to make the most of your 50-minute meeting:

Have An Agenda

We discussed the importance of having an agenda. The agenda is the document that outlines what will be discussed in a specified amount of time. With an agenda, you will have the group agree on topics for discussion. Send out your agenda ahead of time so your participants get an idea of the allotted time for each topic.

No Side Conversations

Set the expectations with your participants that side conversations are not allowed and that you expect them to be fully engaged in the meeting, iPads, phones, etc. are not allowed. Explain that you will hold them accountable.

Summarize Actions Steps

At the end of the meeting, summarize any action steps that resulted from the meeting. If you have none, consider the purpose of the meeting in the first place.

Send Out Summary Notes

These are the meeting minutes. This should be done as soon as possible after the meeting. Sending out the meeting notes is a great way to solidify those action items with the people who are responsible for doing them.



To check your understanding of the lesson content, answer the question below...

At the end of the meeting, _____ any action steps that resulted from the meeting.

Type your answer here

SUBMIT



Complete the content above before moving on.

Using Games



Using games in meetings helps to increase productivity. Many games could be used in meetings. We recommend you do some research and find a resource that outlines appropriate games you can use. Remember to think about the meeting purpose before you use a game. If the meeting is about budget cuts, then you do not want to use a game in that type of meeting. Meetings that form new teams or launch a new product are best suited to games. Furthermore, determine how much time the game will take to complete versus the entire time you will be in the meeting. You do not want to play a 15-minute game in a 50-minute meeting.

Here are some Do's when it comes to using games at meetings:

- Do use games from a book or legitimate resource
- Do use games for meetings that are meant to form new teams
- Do gauge the amount of time the game takes to play against the entire meeting time
- Do practice the game before you use it

Here are some Don'ts when it comes to using games at meetings:

- Do not use games in serious meetings

- Do not use games in serious meetings
- Do not make up a game of your own (unless you are confident you can pull it off)

Match The Following:

Do

Gauge the amount of time a game takes to play against the entire meeting.

Practise the game before you use it

Use games from a book or legitimate source

Don't

Make up a game of your own.

**Spend too much time on a
game**

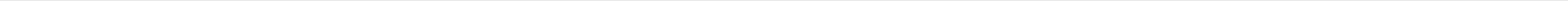
**Use games in serious
meetings**



Complete the content above before moving on.

Lesson 3 of 6

Giving Prizes





Prizes in meetings should be used to reinforce positive behaviours.

Prizes in meetings should be used to reinforce positive behaviours. The prizes do not have to be extravagant. They could be pens, desk decorations, t-shirts, etc. When giving prizes away, be clear on how to win the prizes. Unclear instructions can lead to conflict if someone feels cheated.

For example, if you announce that a person will get a prize for coming back from break on time, almost 95 percent of the time you will have some participants stay in the room and not go to break in order to win the prize. Make it clear that they have to leave the room. Perhaps you can up the challenge by stating that the person coming back to the meeting who is the closest to the break end-time without going over will win.

Here are some ideas for distributing prizes in your meetings:

- The most participation
- The first to arrive at the meeting
- Volunteering for something in the meeting
- The most creative solution
- Who can recap the action items the best

There are no limits on how to use prizes at your meetings.



To check your understanding of the lesson content, answer the question below...

The prizes do not have to be _____.

Type your answer here

SUBMIT



Complete the content above before moving on.

Review the Meeting



As we have learnt recording of meetings is an essential part of business, no matter what the type of business may be. We have also learnt that everyone has a role to play in the day-to-day performance of the business and the accomplishment of the organisation's goals and objectives. Meeting records are one of many tools used to track the progress of a project or the current status of the business.

Just as business plans and project implementation must be reviewed on an ongoing basis so should the effectiveness of the meeting be reviewed. We are all far too busy to spend time in a meeting just for the sake of a meeting. All participants want to leave a meeting feeling that the time spent was worthwhile and beneficial.

What to evaluate? —

What are you trying to learn during an evaluation? Here are some of the basic questions the evaluation should address:

- Was the meeting well-planned?
- Did we achieve the planned objectives?
- Were the right people involved in the meeting?
- Did people come prepared?
- Did we manage our time wisely?
- How well did we manage the interaction between participants?
- What did we do well that we should keep on doing?

- What did we do that we should avoid doing in future meetings?
- What didn't we do that we should have done?

Purpose	Was the meeting necessary? Did all participants understand the purpose and goals or objectives of the meeting?
Format	Could the meeting have been structured in a better manner? Was the format suitable for the purpose?
Setup and arrangements	Was the scheduling of the meeting effective and efficient? What challenges arose and how were they overcome? What time was required to plan the meeting?
Input/ Participation	How effective was the input from the participants? Was participation from one or two individuals or did everyone participate? Was the process properly managed? Were suitable solutions identified?
Cost	When you bring people together for a meeting, there is an associated cost. If you start working out the hourly cost equivalent for each person, plus the cost of what they are not getting done while they are sitting in the meeting, it can be an expensive proposition.
Return on investment	With such a large investment in time and cost, there is an equivalent expectation for a big return. In strategic meetings, the return value is typically captured in the form of innovative new ideas, key decisions, or solutions to problems. With such significant costs and outcomes at stake, it is imperative that each and every individual in the meeting is primed to deliver their best.

How to evaluate? —

There are lots of ways to quickly evaluate a meeting. Here are several simple options.

- Draw a line down the middle of a flip chart or a whiteboard. On one half write the word "Keep" and on the other half the word "Change." Ask people to reflect on the meeting and yell out things they think should be kept or changed for the next meeting. You'll need to encourage them to be candid about the problems they saw.

- Each person gives the meeting a letter grade (A-F). After recording the grades, ask people for one or two reasons they graded the meeting as they did.
- Distribute a short survey card at the end of the meeting that asks people to comment directly on the evaluation questions.
- Use a quick follow-up web-based or email survey. You could set up a standard survey and just repeat it to your group after every meeting. Make it easy and react to the results, and you will help raise your group's willingness to provide feedback.

It doesn't matter how you collect the information. It only matters that you collect and use it. The insights gained will lead to better meetings.

When to evaluate? —

Evaluation and review are an ongoing process. The review should be conducted as follows:

- At the close of a meeting
- Immediately after the meeting
- Monthly or quarterly or annually dependent upon the purpose of the meeting and the duration of the project or task
- At the beginning of the next meeting, i.e. the previous meeting minutes are accepted or challenged.

Follow the link below, read the article and take the self-assessment:

[5 Easy Ways to Evaluate Meetings - Meeting Hero \(themeetinghero.com\)](https://www.themeetinghero.com/5-easy-ways-to-evaluate-meetings/)



Complete the content above before moving on.

Lesson 5 of 6

Knowledge Check



Module 10: Review Questions

Question

01/10

Which of the following statements is true?

- On a daily basis, we attend more 20-minutes meetings than any other kind
- On a daily basis, we attend more 30-minutes meetings than any other kind
- On a daily basis, we attend more 45-minutes meetings than any other kind
- On a daily basis, we attend more 1-hour meetings than any other kind

Question

02/10

What are summary notes?

- Notes taken by all attendees
- Minutes
- Chairperson's review
- Summary notes don't have a precise definition

Question

03/10

What's the usual effect of using games in meetings?

- Decreased attention
- Too casual atmosphere
- Losing track
- Increased productivity

Question

04/10

When should you skip using games?

- In the case of a serious meeting
- In large meetings
- When attendees don't know each other well
- Whenever it's possible

Question

05/10

What type of prizes are recommended?

- Extravagant and expensive
- Symbolic, like pens or desk decorations
- Serious, like a promotion
- Non-material, like accolades

Question

06/10

The reason meetings usually last an hour is:

- There is a lot of information to cover
- That's all the time allotted by management
- People like to leave work for an hour
- The computer program that sets up the meeting works in 30-minute increments of time

Question

07/10

Most times, people are excited to attend meetings.

True

False

Question

08/10

At the end of the meeting, you should:

- Summarize any action steps
- Ask for personal opinion
- Make future predictions
- Make future predictions

Question

09/10

When should the meeting be evaluated?

- At the close of the meeting
- Immediately after the meeting
- At the beginning of the next meeting
- Any of the above

Question

10/10

It doesn't matter how you collect the information. It only matters that you collect and use it.

True

False

Module 10: Completed



Congratulations, you have successfully completed this module!

You may now close this window and progress to the next module.