

How to Run An Effective Meeting

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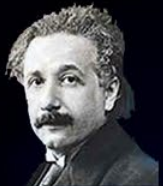
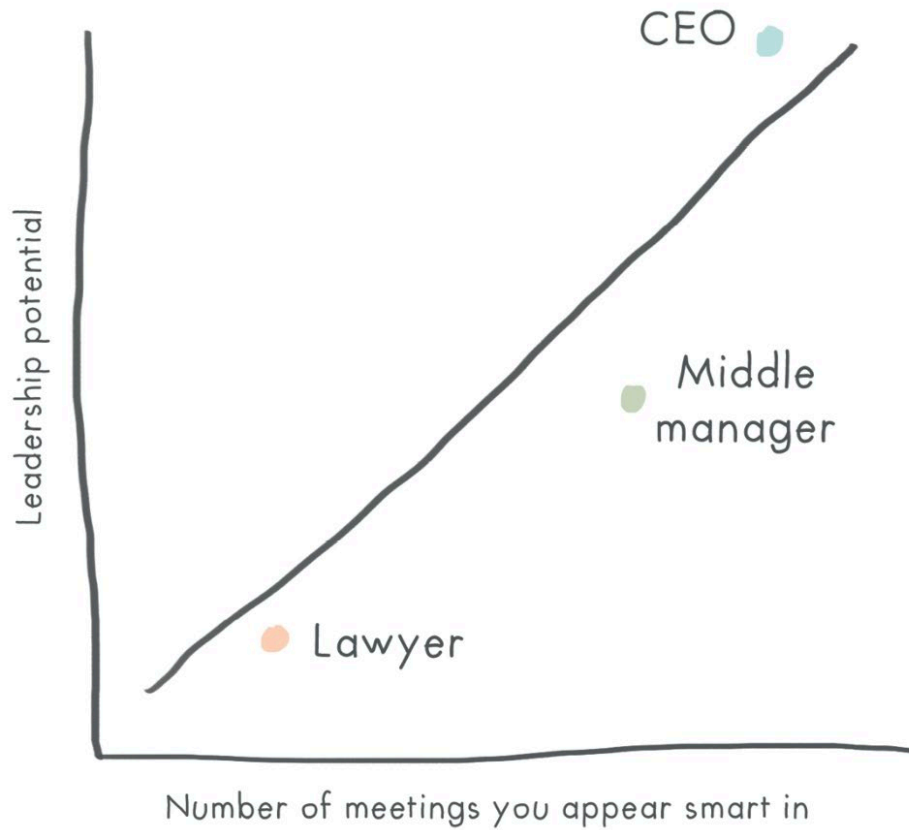


Plethora of meetings

- Clinical Competency Committee
- Semi annual evaluations
- Program Evaluation Committee
- Program Director meetings
- Residency coordinator meetings
- Resident Check-ins
- Core faculty meetings
- Resident candidate interviews



CAREER POSSIBILITIES

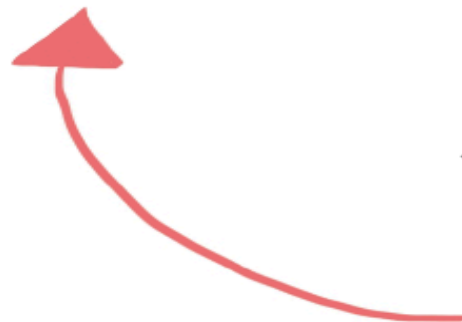


THE MEETING-E-MAIL CYCLE

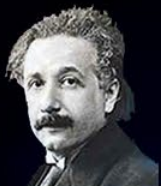
This meeting is taking too long; let's discuss in e-mail



This e-mail thread is too long; let's have a meeting



EMAIL	MEETINGS
Reminders	Strategic Implementation
Deadlines and due dates	Project planning
Minor issues	Solving a major problem
Task assignments	Making a decision
Forms and paperwork	Setting a team goal
Check-ins	Mapping out a customer journey
Private feedback	Public praise



scienceofpeople.com

Meeting Purpose: Why?

- What do you hope to accomplish?
- Is it just meeting every month?
- Is it brainstorming ideas?
- Is there a decision that has to be made?
- Is there a tangible outcome that needs to be addressed?
- Distribute agenda + **objectives** beforehand



Types of meetings

- Problem solving
- Decision making
- Brain-storming
- Information sharing
- Status update

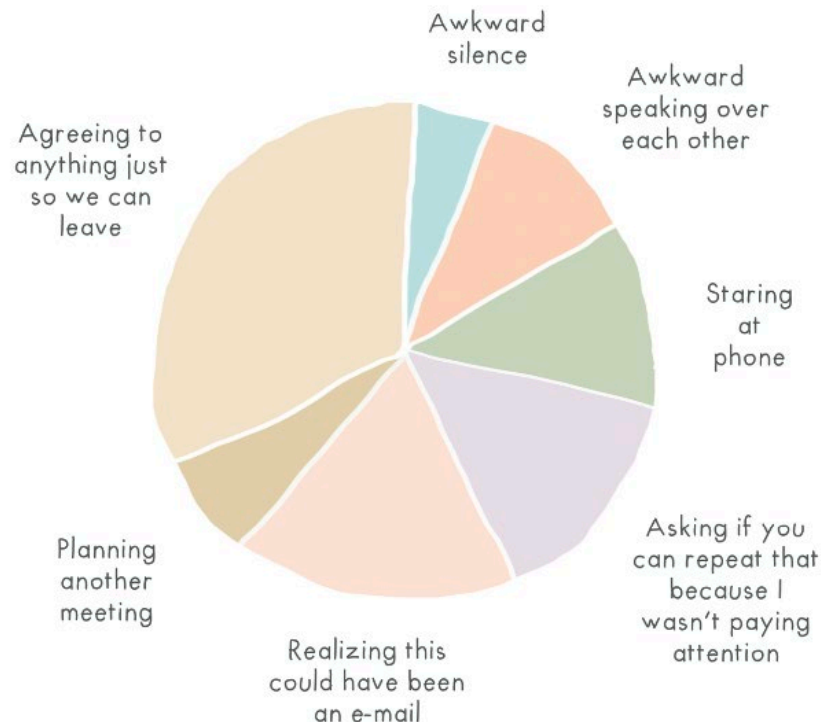


agenda + objectives



Meeting Purpose: How long?

TIME SPENT IN MEETINGS



CooperReview.com



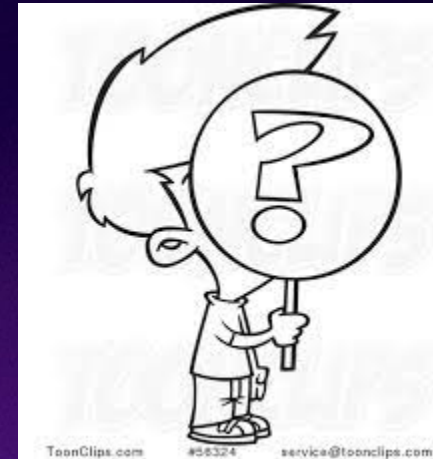
Meeting Purpose: How long?

- What is the shortest amount of time needed for the meeting?
- Hour long meetings are not necessarily required
- List time for each agenda item



Meeting Purpose: Who?

- Depends on intent of meeting
- number of attendees: smaller may be better
- Bottom line: get proper stakeholders
- Assign roles:
 - Notetaker
 - timekeeper
- Consider whether or not to bring upper management



Starting the meeting



Starting the meeting



- Start on time!



- Document attendees



- Introductions



- Icebreakers



- Meeting Intent



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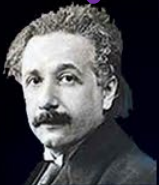


Facilitating the meeting



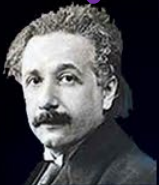
Facilitating the meeting

- Covering agenda items
- Encourage participation
- Don't dominate discussion
- Watch body language
- Meeting Notes



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- Meeting Notes



Active listening

- Be attentive
- Make eye contact
- Let speaker know you're listening
- Ask for clarification
- Paraphrase back to speaker



When to close a discussion

- Need more information
- Need discussion with others outside meeting
- Upcoming change affect item of discussion
- Topic too large for time allotted- need separate discussion



Dealing with conflict

- Keep things respectful
- Validate
- Invite other opinions
- Focus on pros and cons- not on the individual
- Take issues offline
 - **Pro tip: approach person prior to meeting**



Negativity

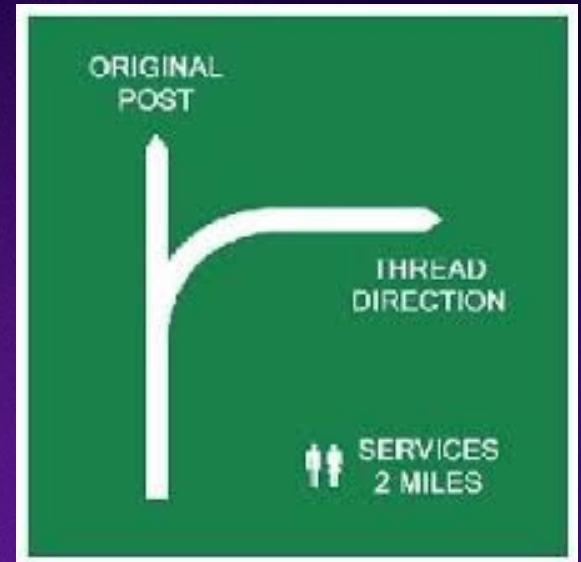


- Keep things respectful
- Validate
- Invite other opinions
- Focus on pros and cons- not on the individual
- Take issues offline
- **Ask them what might work instead**
- **Preempt: talk individually prior to meeting**



Off topic items (“The Parking Lot”)

- Acknowledge items brought up off topic and move on
- Assign someone to follow up
- Follow up!



Meeting Ending

Decisions

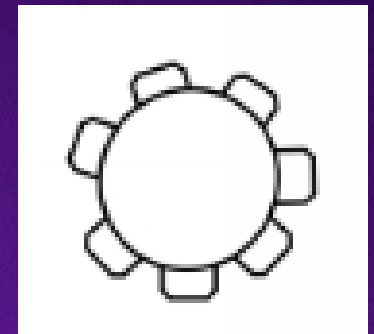
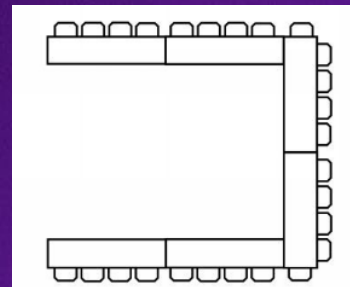
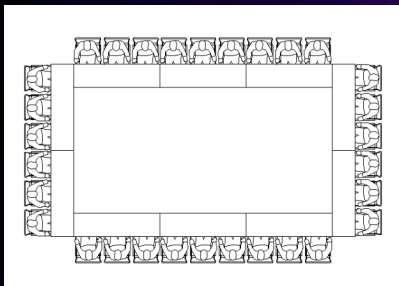
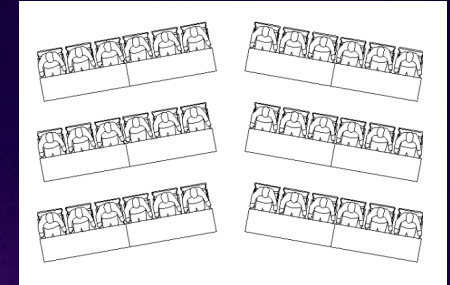
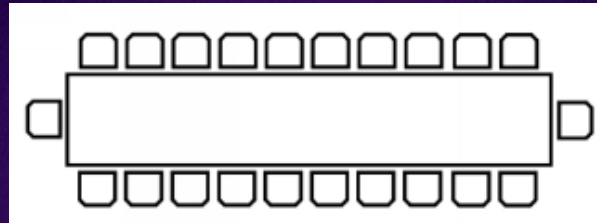
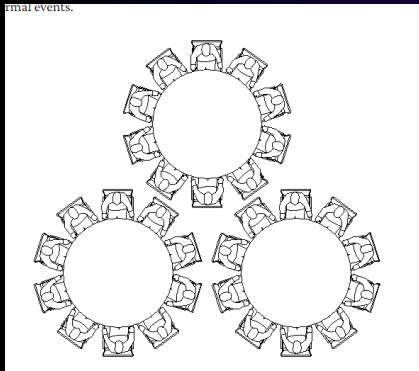
Action Items

Time Frame

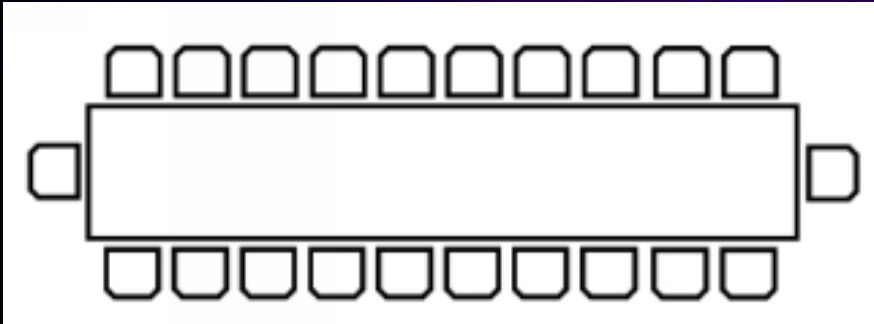
Ownership



Seating arrangements

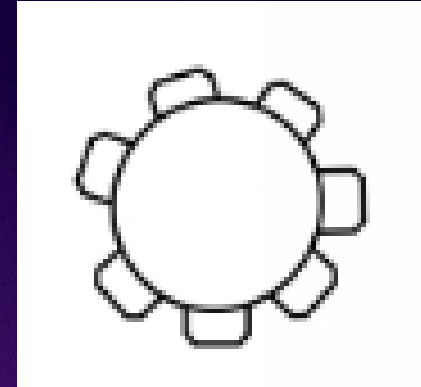


Boardroom



Pros

- team briefing
- discussions
- debates



Cons

- Restricts presentations



Door

F

D

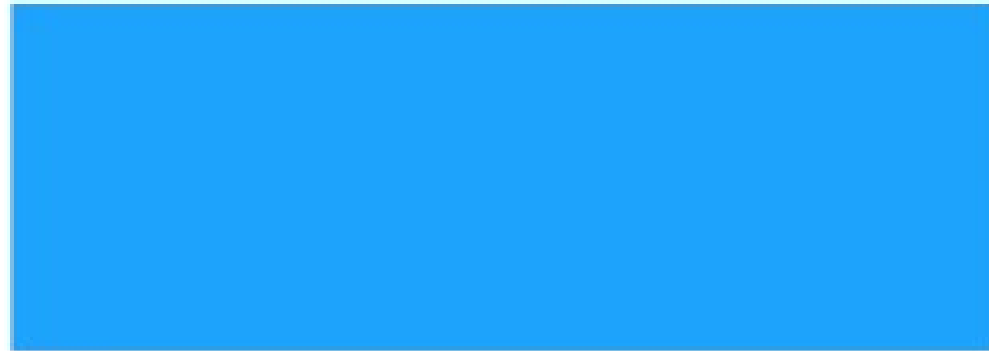
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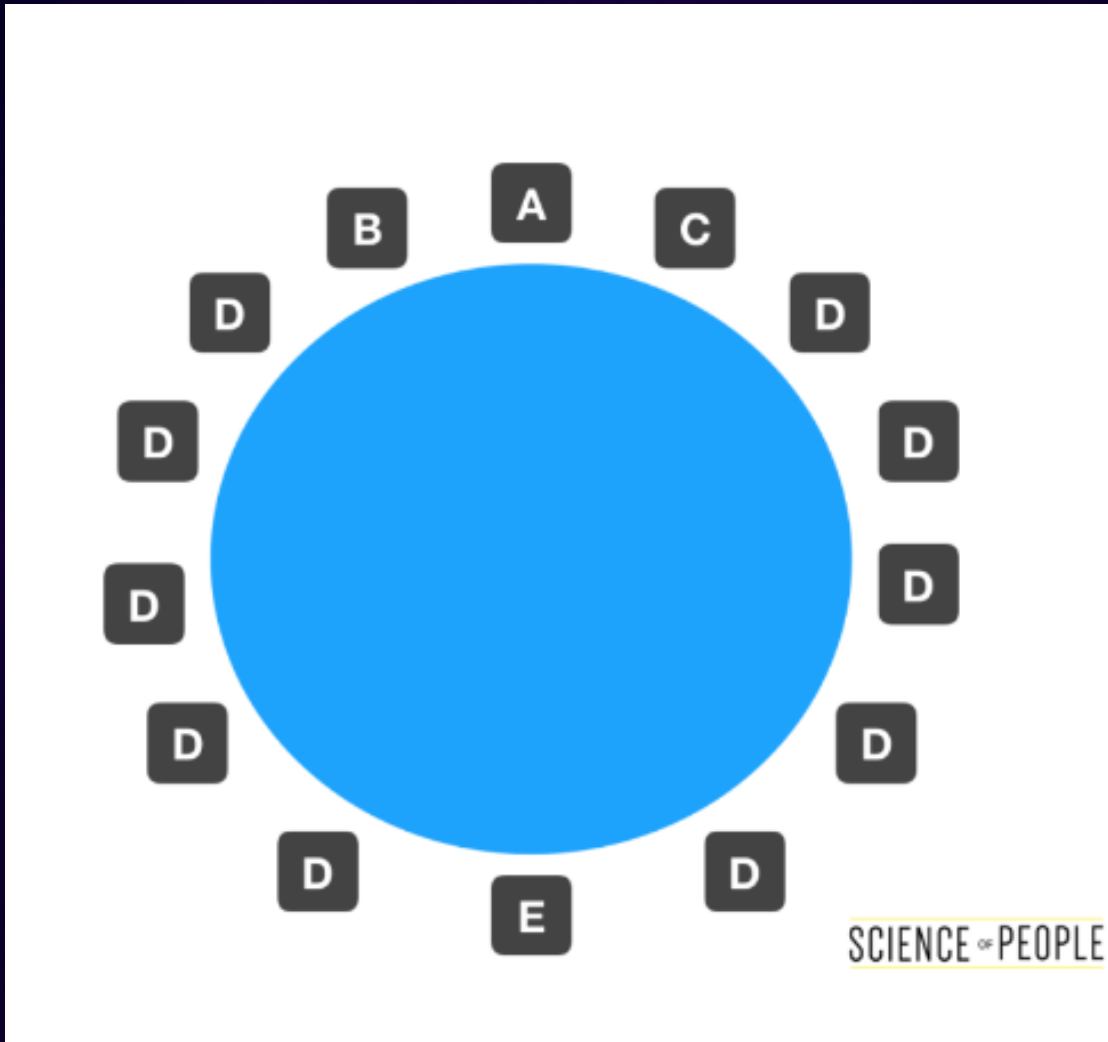
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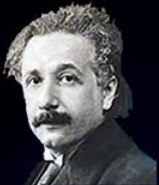
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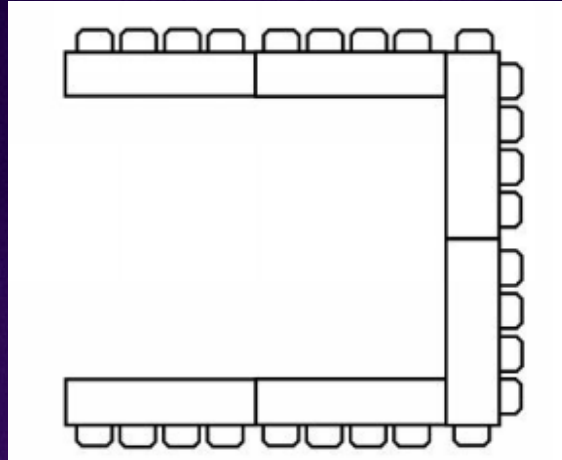
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<https://www.scienceofpeople.com/>



Horseshoe



Pros

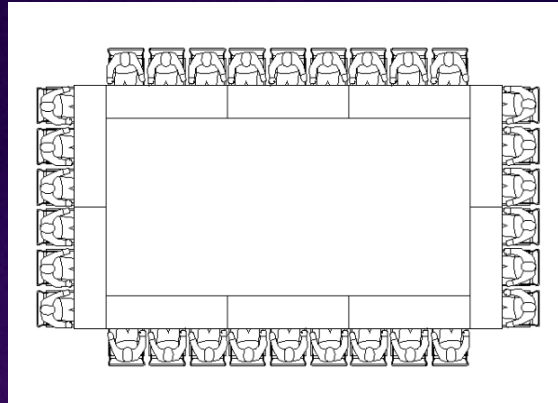
- presentations with engagement
- team building
- Brainstorming
- Interaction of audience



Cons

- Inefficient use of space
- Side participants have suboptimal view

Hollow Square



Pros

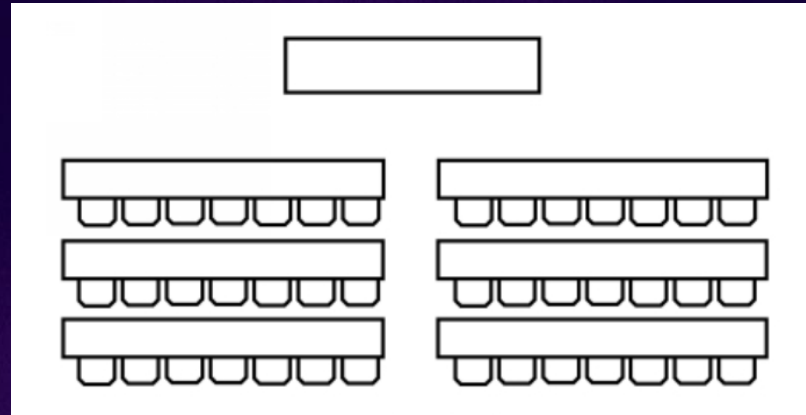
- Full audience interaction
- Everyone faces each other

Cons

- Inefficient use of space
- No focal point for presenter



Classroom

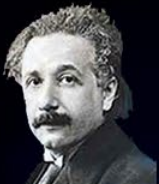


Pros

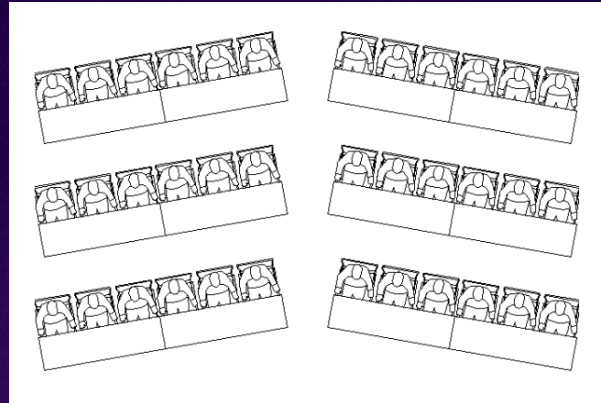
- Lectures
- Focus on presenter

Cons

- Minimal interaction among participants



Chevron



Pros

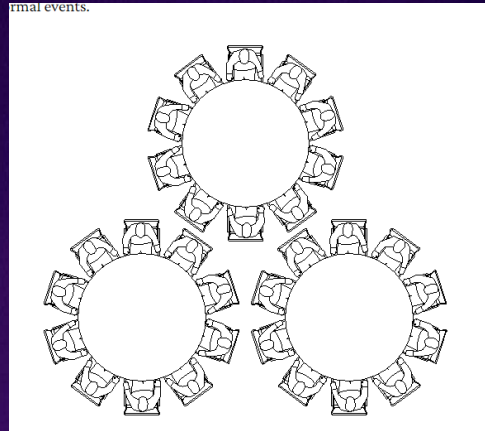
- presentations
- Supports better discussion than classroom style

Cons

- Inefficient use of space
- No focal point for presenter



Banquet



Pros

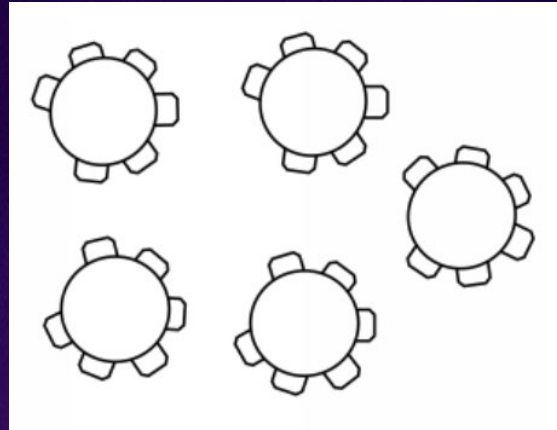
- Supports small group discussions

Cons

- No focal point for presenter



Cabaret



Pros

- Supports small group discussions

Cons

- No focal point for presenter (but better than banquet)



Virtual Meetings




Test the technology!



- Updates download
- Backgrounds
- Lighting
- Meeting link
- Mock run-through





Choose your audio and video settings for



Meeting in "General"


 Your camera is turned off


 Video effects 


 Computer audio

Custom Setup 

 Phone audio

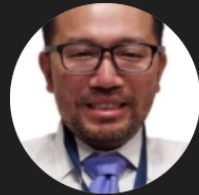
 Room audio

 Don't use audio



04:47

Chat People Raise React View Rooms More Camera Mic Share Leave



Invite people to join you

Meeting chat

9:40 PM Meeting started

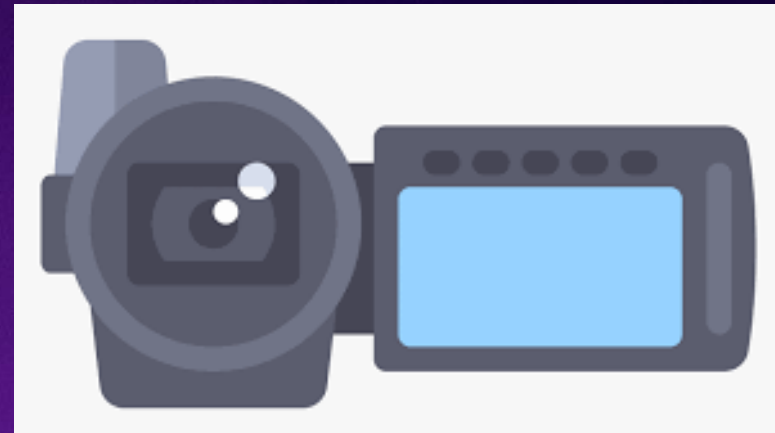
Always remember to keep an eye on the chat

Icons for chat actions: reply, mention, quote, emoji, and send.



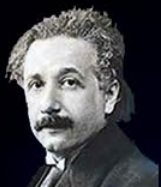
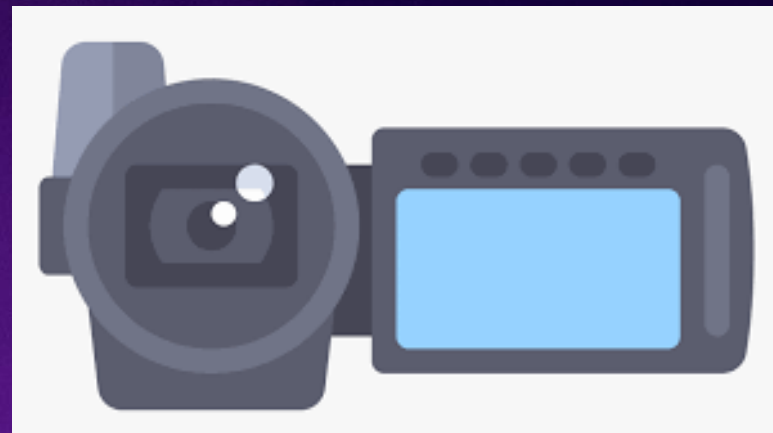
To video or not to video

- Preferable to be on video
- Culture
- Size of meeting
- Presenting versus Listening
- Set expectations



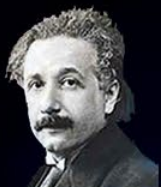
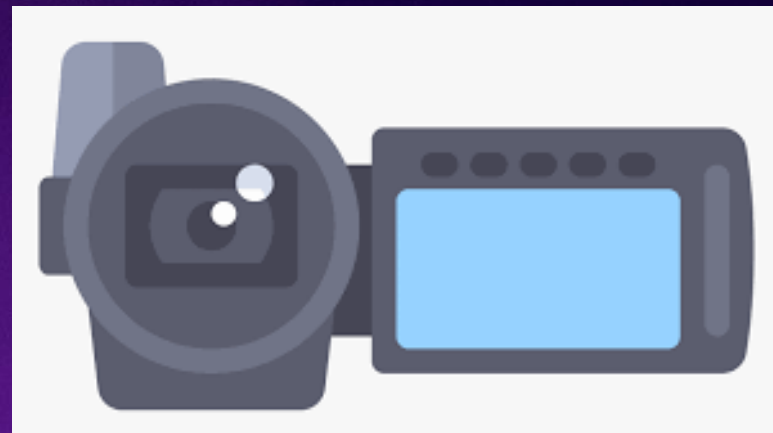
Positioning when on camera

- 2.5- 3 feet from camera
- Conveying body language
- Gestures
- Turn off self cam
- Positioning window near camera



Positioning when on camera

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- Conveying body language
- Gestures
- Turn off self cam
- Positioning window near camera



Muting

- Yourself
- Participants
- When?
 - Leader
 - Participant



Take Home

- Premeeting work- have agenda prepared
- Meeting facilitation
- Action items/Decisions
- Ownership
- Timeline



Thank you!

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