
Techniques for a productive meeting

Why are We Holding This Meeting

What Approach Should We Use

If we want to...

use a...

Gossip, joke, complain, be entertained

Social hour or luncheon

*Give information
Generate ideas*

Panel discussion; written and or/verbal report; telephone calls
Brainstorming session

Determine opinion or get input

Ask everyone a question related to the topic at hand, probing for further information and clarification;
ask all participants to share their opinions/comments, on paper or verbally, one at a time until each has contributed

*Clarify goals, set priorities,
formulate budget*

Use nominal group process, a method of decision making which allows each person to rank each item on a list, or each idea generated in a brainstorming session.
The item that receives the highest total score from the addition of each individual's score is the first choice, second highest score is the second, etc.

*Investigate, study or gather
information*

Study Committee

Define or solve problem

Small group discussion, using the problem solving process.
Step 1: identify the problem, by defining, and analyzing it, identify sub-problems and desired outcomes
Step 2: Identify alternative methods
Step 3: Select appropriate methods
Step 4: Plan and Implement action
Step 5: Evaluate results

Formalize a group decision

Vote, parliamentary procedure

Get people to serve, volunteer

Offer a detailed outline of the jobs to be done, recruit and train for those jobs

*Mediate conflict and resolve
differences of opinion*

Using "I" Statements: ex.
I feel _____ *when you* _____ *and that causes me to* _____. This method prevents accusation and insult, but asserts yourself when you have been wrongly treated. Attentive listening, maintaining eye contact with the speaker, nodding in understanding. etc. Mutual problem solving, asking each person to state his/her case, proceeding through the problem solving process for each person's problem.