

**BUAD 3000—Integrated Skills for Management**  
**Session 13**

**GROUP/TEAM MEETING ANALYSIS - A RECAP**

**1. MEETING PARAMETERS:**

- Meeting starts on time and ends on time
- Use an agenda . . . and follow it!
- Allocate a defined “free idea time”
- Set clear objectives
- Maintain adherence to “timeline”
- Relaxed tone - not informal but relaxed
- Have a clear, defined Leader
- Minimize/eliminate outside distractions (beyond the obvious, no phone calls/cell phones ringing, texting, etc.)
- Start and stay positive - Meetings that start with a negative tone, tend to stay that way!
- One Speaker (at a time) Rule

**2. MEETING/SITE AMENITIES:**

- Moderate - or what is necessary. Extravagance not necessary
- Food/Refreshment to a minimum

**3. CHARACTERISTICS OF OUTSTANDING MEETING LEADERS:**

- Leaders keep the meeting on track
- Leaders encourage each member of the group to express their ideas
- Leaders are very, very well prepared
- Use of humor - without becoming a comedian
- Demonstrate willingness to discuss and be open to all questions
- Value the time spent in the meeting by each participant
- Value the “quiet types”. You will always have “quiet types” in your meeting—help them to contribute their ideas—sometimes they have really great ideas!  
At the very least, by involving them, you “keep them in the game”
- Keep it simple!

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**GROUP/TEAM MEETING ANALYSIS - A RECAP (CONTINUED)**

4. **TOP LEADERSHIP QUALITIES:**

- Encouraging
- Harmonizing
- Encouraging Communications
- N.B. Using a “hammer” to enforce standards, time management and output can keep you as the good guy!