

How to Hold Productive Staff Meetings

by Steve Kaye

Many people believe that they conduct effective meetings, when in fact all they do is host a party. Or worse, they deliver a monologue. In either case, their meetings produce impressive amounts of talk with minimal results.

Here's how to make your staff meetings more productive.

1) In general

Keep them short. Most staff meetings should last less than an hour. You want your staff to spend their time working on things that earn money for your business, not sitting in meetings. Keep them positive. Negative meetings contain insults, ridicule, and attacks. These activities create caution and resentment, which always costs your company money. Keep them interactive. Your staff consists of intelligent people. Put them to work in your meetings to advance the effectiveness of your organization.

2) Share news

Give the members of your group one minute (each) to report on progress made in their area of responsibility. You'll find that this results in bullet point reports of essential information. It also prevents people from philosophizing, explaining, justifying, criticizing, and engaging in other unproductive activities. Time budget: 8 to 10 minutes.

3) Teach something

Invite a guest expert to give a 10 minute presentation on some skill or technology that benefits your group. Tell the expert that you want a logical explanation of practical ideas. You can also ask members of your group to take turns delivering brief tutorials on topics that benefit the others. Time budget: 10 to 15 minutes.

4) Practice skills

Create team learning activities that sharpen or teach skills needed in your business. For example, you could role play job skills (especially useful for sales teams), solve puzzles (useful for high tech groups), or take quizzes (useful for everyone). Ask group members to take turns bringing an activity that reviews or teaches a valuable skill. Follow this activity with a brief recap of key ideas. Then ask the group members to give a fifteen second report on how these ideas can be applied to improve their work. Time budget: 10 to 20 minutes.

5) Solve problems

Give each group member a minute to describe a challenge that hinders work on a current project and then let everyone propose solutions. Suggestions should be brief and free of self aggrandizing explanations or motivational sermons. This process also requires a positive, supportive environment to succeed. If it is used to ridicule, insult, or criticize the



individual, then people will be reluctant to reveal issues that need attention. Time budget: 3 to 6 minutes per person.

Much success,

Steve Kaye
714-528-1300

- - - About Steve Kaye - - -

I help leaders get results.

I do this by blending a rare combination of skills that helps you accomplish more in less time.

Visit www.stevkaye.com for information on extraordinary meeting facilitation and workshops on leadership skills.

- - -

If you found this article useful

- Send copies to others
- Sign up for my free newsletter at www.stevkaye.com
- Call me to talk about your success (714-528-1300)

