

What really works in your project meetings?

Humour
 INNOVATE BUT BE CURIOUS
 ALL PARTNERS
 LAUGH!
 and don't lose focus on achieving serious project goals
 ensure the ppl understand
 making fun is part of work for
 Tell a joke.

(CARDS)
 JOCKS ABOUT
 SCOTS

OFF-SITE
 MEETING
 meetings

MAKE IT DIFFERENT
 BIT DIFFERENT
 but not too silly!

STAND UP MEETING'S
 Get people to present in a place? to present
 Make sure humor has a place
 but not too silly!

STATE THE MEETING OBJECTIVE
 (check objectives removed)

Make sure quiet people are prompted for input
 Find out what their issues are
 Check off the meeting & prompt them to contribute

Use TURN CONDS 1, 2, 3 or soon.
 Ask for their input in advance if appropriate

Exclude or Manage the disruptors
 Give them a task - engage & include
 Understand why they are disruptive
 TAKE IT OFF LINE
 SIT IN DIFFERENT SEATS AFTER A BREAK
 have defined punishments!

Be friendly!
 Encourage participation
 BE HONEST
 Allow MISTAKES including your own
 Make it fun.

All attendees have a spot on the agenda.
 - ASK FOR INPUTS
 WRITE THE LOWLY AS WELL AS THE GROWN UPS
 - SHARE FACILITATION
 - conscious effort to get input from all
 - don't be too protective of own views
 take turns to share the chair

GOOD LISTENERS
 WHO LISTEN NOT COMMENT!
 FACILITATOR
 - NO gender differences
 - not afraid to raise concerns on the spot
 bring issues surface
 Set agenda in 2 halves
 Get input but avoid common issues

ENSURE quiet attendees
 MEET W/ES
 SO PEOPLE CAN SPEAK
 Encourage ppl to speak up
 and help to control meeting hogs
 Send loud people for supplies.