Performing Meetings: How to Make Leading and Attending Meetings More Impactful

Abstract:
We are all in meetings (it feels like all the time). Some of those meetings are meaningful and well run, but others, well, not so much. What is our role in both leading and attending meetings? How can we prepare to run meetings that can be impactful in the work we seek to accomplish? How can our presence attending meetings be more productive and positive? While there is already great work being done through Learning and Organizational Change and the Center for Leadership, there are additional elements that can be explored. Meetings can be viewed as performances, hopefully interactive ones, so this session will focus on breaking down and understanding the performance context of the meeting environment. It also seeks to offer tips and skills for using this performance knowledge to your advantage to make the best use of our time in meetings. This session will hopefully empower meeting leaders to better understand the performance nature of the meeting environment and make choices that facilitate greater success in realizing goals. It will also hopefully empower meeting attendees to not be so passive in their role, to realize that having a productive meeting is everyone’s job and offering tips and ideas for how they can better impact the goals and success of meetings they attend.

Learning Outcomes:
1. Gain a better understanding of the performance of leading a meeting, enabling people to make clearer choices around how they run their own meetings.
2. Gain a better understanding of the performance of attending a meeting, enabling people to make clearer choices around how they act and interact at the meetings they attend.
3. Develop a means of communicating more effectively within our meeting environments and an ability to share these insights more broadly within their units.