

# Effective Meetings & Decision Making

(random thoughts from Blair)

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## Effective Meetings #1 – Prepare for the Meeting

- for operational meetings, advance circulation of materials
- for workshops/strategic sessions, devise a plan and define goals for the session.

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## Effective Meetings # 2 – Role of Chair

- For operational meetings, conventional chair, work the agenda, equal opportunity to participate
- For workshops/strategy, use structured exercises that give outputs you can work with

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## Effective Meetings #3 – Agendas Etc.

- For operational meetings, I use standardized agendas, and often stated time agendas.
- For workshop meetings, agendas need to be developed with prior consultation, and meticulously scheduled. (5 min increments)

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## Decision-Making #1

**Nature of the Decision:** is this operational or governance, and who should be making this decision.

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## Decision-Making #2

**Member Education:** give members the skills and criteria to process the information usefully.

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## Decision-Making #3

**Frame The Issue:** Give an analysis with recommendations or choices.

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## Decision-Making #4

**Time to Decide:** Give adequate time for processing, research and reflection, proportionate to the complexity of the decision.



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## Decision-Making #5

**Disciplined Methodology:** laxity in process during good times, will lead to failure under the stress test.

*“will processes produce timely decisions when the poo is hitting the fan?”*