



Distinctive approaches - enhanced capabilities

mindavation – (mind a vā shen) *n.*

*the use of the creative mind to
inspire motivation that results in
innovation, productivity and growth
– mindavate *v.**



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How to Turn Meeting Disasters into Motivating Opportunities

PMI - Adelaide

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Objectives

- ④ Examine what makes meetings disastrous
- ④ Identify the three keys to truly effective meetings
 - ④ Learn to use simple tools to organize, manage and keep meetings on track
 - ④ Discuss alternatives for team building WITHIN meetings - understand your attendees
 - ④ Focus on truth
- ④ Practice via an exercise and questions

Disastrous Meeting Pitfalls

- Not using agendas and meeting ground rules
- No clear cut roles and responsibilities
- All work and no play
- Focusing on your needs only
- Meeting out of habit





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The Three Keys to Meetings that Matter

1. The meeting objective and steps to achieve it
2. To understand the show, you need a program
3. Your truth, his truth, her truth and the truth

Tools of the Trade - Focus on the Objective



- ④ Create an agenda ahead of time
 - Ask for input from the team
 - Specify *meeting purpose – desired outcome*
 - Date, day, time, time zone, location, phone numbers
 - Include item, responsible party, and time allotted
- ④ Use an action/decision list
- ④ Develop meeting ground rules and enforce them!



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Sample Ground Rules

- Start and stop meetings on time - 50 minute “hours”
- Everyone is expected to participate
- Leave job title at the door
- Avoid side tracking by keeping to scheduled time for each topic
- Respect each other’s comments/opinions
- One person speaks at a time – no side conversations
- Come prepared - **CHALLENGE THE STEPS TO THE PURPOSE!**
- Actions/decisions will be assigned to an owner, with a due date
- **HAVE FUN!**



Meeting Roles & Responsibilities

- Facilitator & Backup
- Time-Keeper
- Minute-Taker
- Scribe
- Participants





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To Understand the Show, You Need a Program - Team Building “Minutes”

- What Makes for a Great Day?
- 3 Things You Wouldn't Know About Me
- Two Truths and One Lie
- Here's my Communication Habit
- Artists Maybe Not, Signal Sharers We Are!



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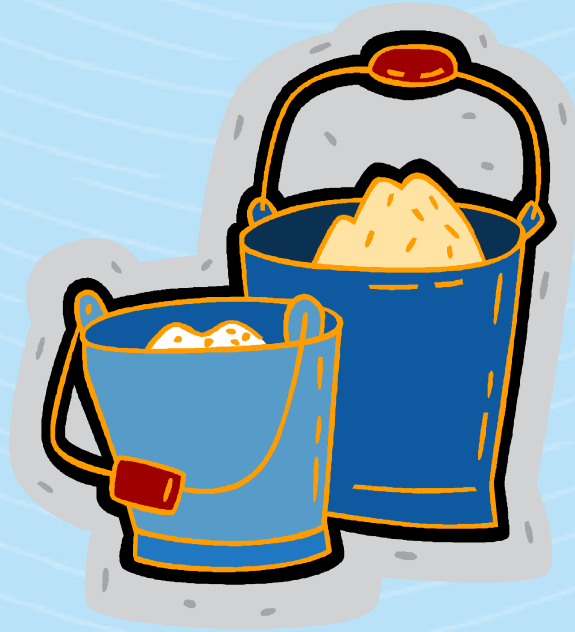
Seek Truth in Your Meetings

- We all have different backgrounds
- Risk triggers and tolerances vary
- Don't mistake your truth for the truth
- Recognize the unspoken truths!
 - Above and below the table
 - Steps to the solution versus THE solution - no problem is too large
 - Introverts versus extraverts



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No Issue is Too Large!



- Engaging in courageous leadership sometimes means being diligent and persistent
- Trying something different and gaining success will warrant attention that can lead to sweeping change
- Address large changes via the “Bucket Approach”



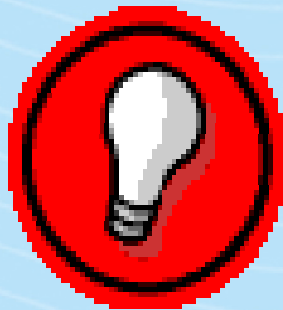
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Turn Disasters into Energy!

- Use the right tools
- Proceed with the end in mind
- Motivation = acknowledgement
- Make your meetings the ones that no one wants to miss
- Mix it up and have some fun!



Your Turn!!!



- Discuss in your groups the item you feel will best improve your meetings
- Alternatively, if the members of your group share a common problem, what would be a good “A-bucket” alternative you could try

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Questions?





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“One last thought....



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“I wish My Boss could hear this”

Training Offer

Book 2 places &

“Bring the Boss for Free”

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DATES	COURSE	PRICE
2-3 April	Intelligent Disobedience	\$1,300 + GST
16-17 April	Facilitation Skills Workshop	\$1,300 + GST
18-19 April	Recovering Troubled Projects	\$1,300 + GST
21-22 May	The Hard Truth about Soft Skills	\$1,300 + GST
12-13 June	Project Manager's Toolkit	\$1,300 + GST
2-3 July	Agile Project Management	\$1,300 + GST
4-5 July	Risk Management Workshop	\$1,300 + GST
7-10 August	Business Analysis Bootcamp	\$2,600 + GST



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How To Communicate With Mindavation

***THINK ACT!** - On the back of your business card write the following letters as you see fit*

- **A** – means you want a free article and template each month related to project management and leadership. Many Mindavation articles are published in PMI® newsletters and other project management journals.
- **C** – means you want Mindavation to contact you for some reason. We'll give you a call!
- **T** – means you want the electronic version of the Mindavation templates discussed during this presentation (it's free!)



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About the Presenter

Haydn Thomas

Project Manager / Business Analyst/ Coach / Facilitator/ Mentor / Negotiator/ Keynote Speaker

Haydn has over 15 years of real world experience in project, business analysis and business consulting. He has worked extensively in large international and domestic banks, semi government organisations, solution providers and small start-up companies in defining and implementing structure, business solutions, change management and efficiencies across Australia, New Zealand & North America. Haydn's experience in complex integrated solutions and working knowledge of various project management methodologies (PMBOK, PRINCE2, SDLC) assists in delivering on client's project and training needs. Haydn also provides mentoring and coaching services in project management & business analysis and is active in delivery of the below mentioned categories and list of courses enabling capacity building across many organisations.

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