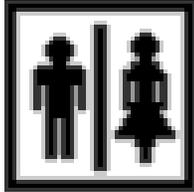


DF-307 Managing Meetings



Administrative

- Emergency Exits are 
- Restrooms are 
- Turn pagers and cell phones to vibrate 
- Side bar conversations are discouraged. 

Course Objectives

- Describe two specific types of meetings held at the JFO.
- Apply strategies for planning and conducting effective meetings.



Course Objectives

- Identify types of meetings and their purpose.
- Describe the characteristics of ineffective meetings.
- Describe the characteristics of effective meetings.

Introductions

- Your name?
- Where you are from?
- Your course expectation is?
- Your position in the organization?

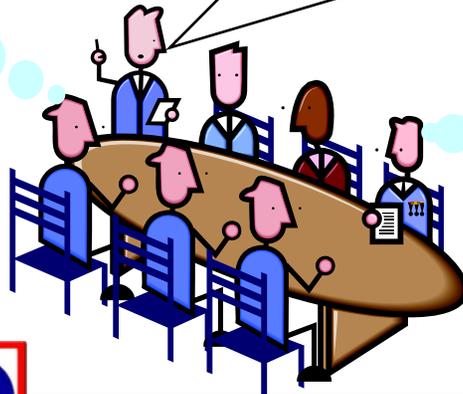
Meeting Facts

- Approximately 11 million meetings take place every day in the U.S.¹
- Approximately 50% of meeting time is wasted or unproductive.²
- Individuals who attend meetings regularly admit to³:
 - Daydreaming – 91%
 - Dozing – 39%
 - Doing other things – 73%



Complete the following statement:

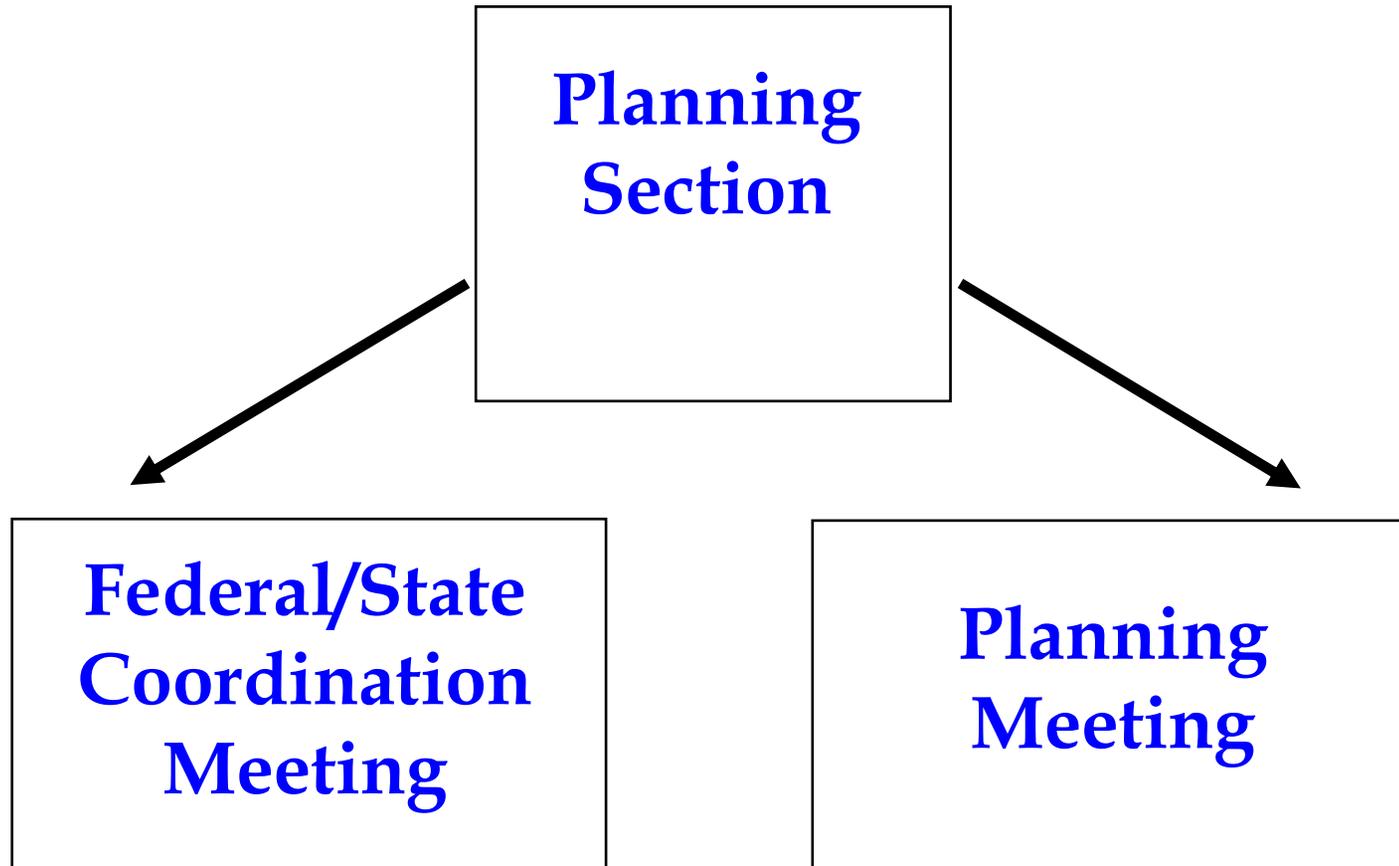
“What annoys me most about meetings is...”



Types of Meetings

- Informational / Briefing
- Planning / Problem Solving
- Team Building
 - Stress Relief
 - Morale Boosting

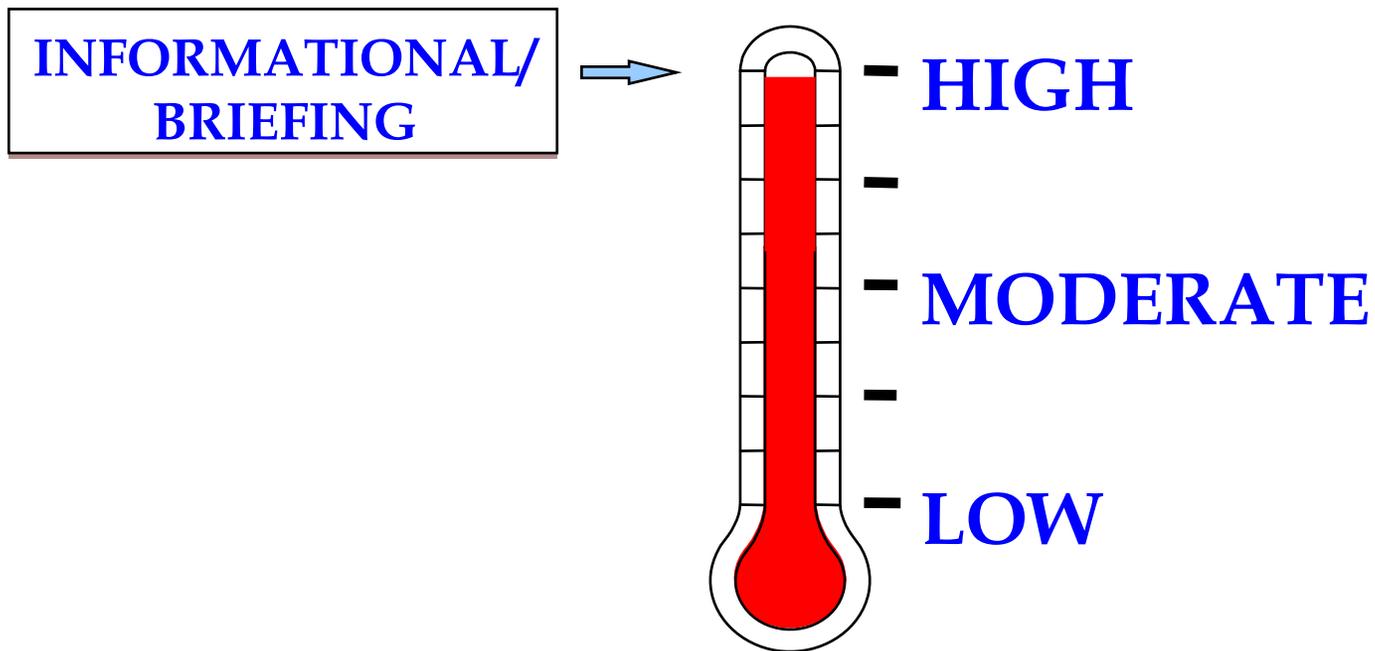
JFO Meetings



Federal/State Coordination Meetings



Degree of Structure and Control



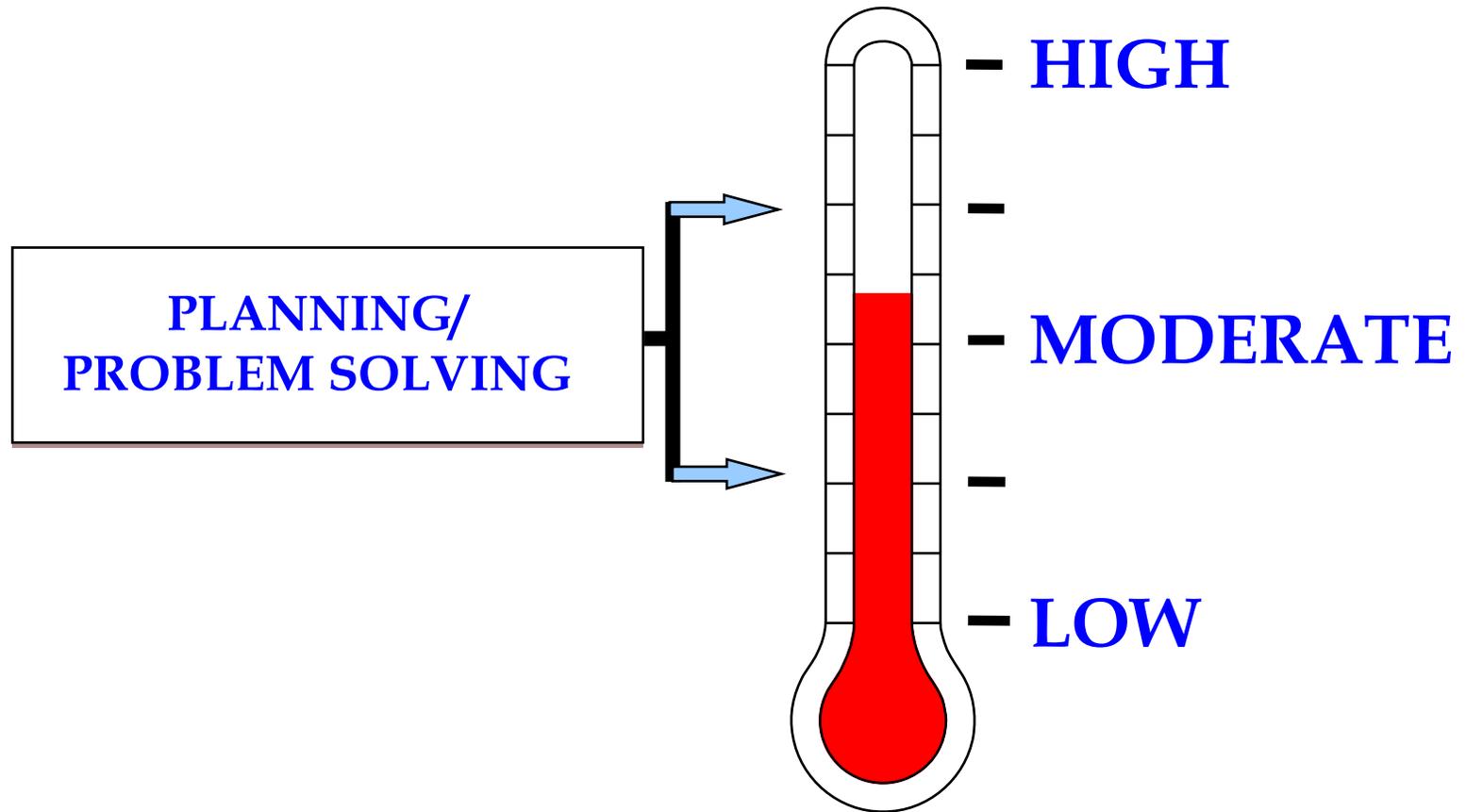
Teleconferences



Planning Meetings

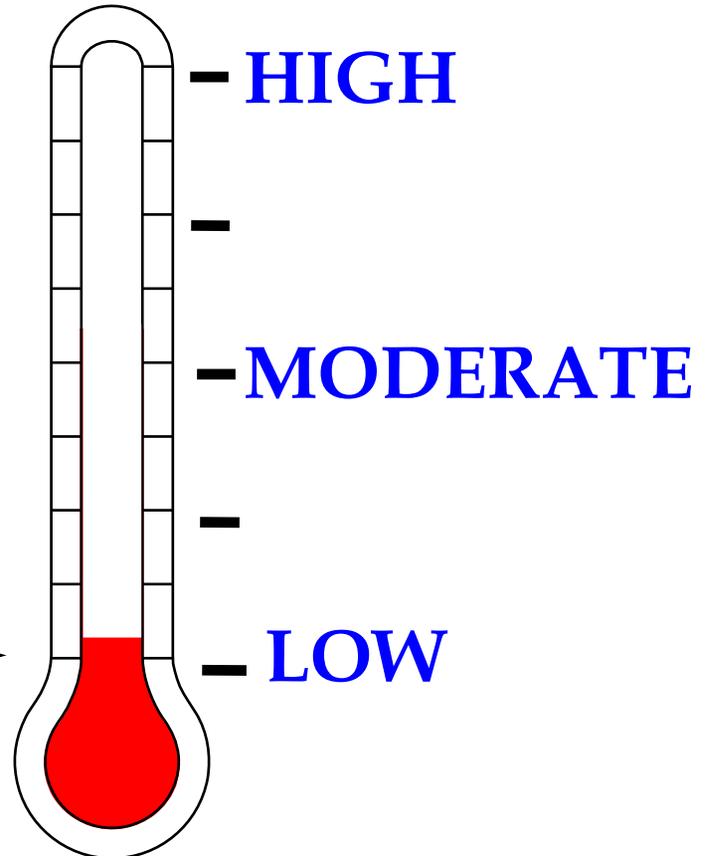


Degree of Structure and Control



Degree of Structure and Control

**TEAM BUILDING/
STRESS RELIEF/
MORALE BOOSTING**



Activity

- How does the disaster environment make meetings at the JFO different from meetings in non-emergency situations?



Ineffective Meetings

- Meetings are TOO long
- Meetings miss important information
- People wander off topic
- People don't take meetings seriously
- Nothing happens after the meeting
- Meetings never get any better

Effective Meetings

- Hold only necessary meetings
- Set a time limit
- Have an objective,
- Prepare an agenda, distribute it in advance
- Invite the appropriate attendees
- Follow up, assign responsibilities

Meeting Goers

- Arrive on time
- Be prepared
- Be accurate
- Stay on topic
- Participate



Activity

1. Establish a goal for the meeting.
2. Identify who should attend.
3. Determine the agenda.
4. Establish timeframes for each agenda item.
5. Create any unique ground rules.



Summary

- Describe two specific types of meetings held at the JFO.
- Apply strategies for planning and conducting effective meetings

Summary

- Identify types of meetings and their purpose.
- Describe the characteristics of ineffective meetings.
- Describe the characteristics of effective meetings

Evaluation

Please take a few moments to fill out your Evaluation and hand them into the instructor.

Your input is important to us!

