

Welcome to the IAMSE Web Seminar

Tips for a Successful Presentation:

- ◆ Open web browser to: www.iamse.org/webcast
- ◆ Press F11 to increase screen size
- ◆ To ask questions – press 6 on your phone to un-mute
- ◆ Email questions to Julie@iamse.org

Thank you!

Effective Committees and Meetings

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IAMSE webcast audio seminar

Committee Leadership

Chairman's leadership responsibilities:
Start and end on time!
Use audio-visuals for graphs or diagrams
Delegate duties
Keep everyone fully engaged with opportunities to express viewpoints
Remain impartial
Avoid excessive interruptions or domination without being rude or discourteous
Stay in control and focused on main agenda points

Membership

Selection on the committee
Unique contributions and roles
Recognition for educational scholarship
Attendance

Meeting Environment

Circle or U-shaped setting
Audio-visuals
Handouts

Successful Meetings

Five Elements:

1. Planning the meeting
2. Construct and agenda in advance
3. Prepare the participants/members
4. Structure and Control
5. Follow through after the meeting

PLAN THE MEETING

- a. What is the purpose of the meeting?
- b. What are the specific objectives?
- c. What are the specific items to be discussed which will be necessary to achieve the meeting's purpose?

CONSTRUCT AN AGENDA IN ADVANCE

- a. Arrange agenda items IN ORDER OF IMPORTANCE to meet intended objectives
- b. URGENT items (i.e., require an immediate decision) should be completed FIRST (each 5 minutes or less)
- c. Determine a specific amount of time for each agenda item
- d. Indicate the time next to the names of those presenting or leading the discussion

PREPARE THE PARTICIPANTS

- a. Send agenda in advance
- b. Clearly state the purpose, objectives, date, place and time; include materials to be read beforehand and highlight any URGENT BUT IMPORTANT items
- c. Provide clear instructions for any assignments that must be completed BEFORE THE MEETING
- d. Request an alternative method for participation from anyone unable to attend

STRUCTURE & CONTROL OR THE MEETING

- a. Select someone to record the decisions made at the meeting and rotate this responsibility each meeting
- b. Clearly state the "GROUND RULES":
 - ◆ Stick to agenda items and time allocation without side discussions or interruptions
 - ◆ Determine the decision criteria for each agenda item (i.e., 100% agree, 2/3 majority, simple majority)
 - ◆ Follow the 3-D process for reaching each decision DATA ->DISCUSSION->DECISION
 - ◆ Summarize and record decisions, specific actions to be completed by whom and by what date

FOLLOW THROUGH AFTER THE MEETING

- a. Summarize and record all decisions and actions to be taken
- b. Make sure each assignment is understood by the person responsible and set reasonable deadline for each one
- c. Check periodically to ensure that assignments are being carried out if next meeting is more than two weeks away

MEETING MINUTES

DATE: _____ PURPOSE OF MEETING: _____

ATTENDEES: _____

Decisions (rationale optional):

1. _____

Action Plan:

What is to be done? _____

Who is responsible for doing it? _____

When will it be accomplished? _____

What is the current status? _____

2. _____

Action Plan:

What is to be done? _____

Who is responsible for doing it? _____

When will it be accomplished? _____

What is the current status? _____

NEXT MEETING: _____

AGENDA ITEMS: _____ Location: _____

Date/Time: _____ Assignments: _____

MEETING EVALUATION

Meeting Dynamics

- Did everyone participate?
- Was everyone treated with respect?
- Was the meeting free of anyone's domination?
- Did we have productive dialogue with everyone listening and giving honest comments?

MEETING EVALUATION

Meeting Efficiency

- Was a "timed" agenda and pre-meeting assignments distributed in advance?
- Was everyone on time?
- Was everyone prepared for the meeting?
- Did the meeting follow the time limits for each agenda item?
- Did the discussion of each agenda item stay on track?
- Did the group make a clear decision for each agenda item and develop an action plan?

MEETING EVALUATION

If the answer to any question was "no", then describe the corrective steps to be taken prior to future meetings.

Your Experience

- Questions?
- Comments?

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