

MEETINGS SHOULD BE PAINLESS



CFA Society
Netherlands

vba

OBJECTIVES

20 September : Real Work in Virtual Teams

11 October : Meetings should be painless

8 November : Recruitment Interviews

6 December : Healthy Habits

In this session we try to figure out:

1. Why everyone complains about meetings
2. Why we still have them and endure them
3. What can be done to make them noticeably better

AGENDA

1. What goes wrong in (virtual) meetings
2. How to set your meeting up for success
3. Checklists for preparing effective (virtual) meetings
4. How to adapt your communication style
5. Tips for keeping participants attentive and involved.

The Mentimeter logo is located in the top right corner of the slide. It consists of a dark blue rectangular background. On the left side of the rectangle, there is a small icon of a bar chart with three bars of increasing height, colored in red, white, and blue. To the right of this icon, the word "Mentimeter" is written in a white, sans-serif font.

The 7 Deadly Sins of Meetings













- Unclear objectives/purpose
- No clear agenda
- Starting and/or finishing late
- Avoidable technology issues
- Not making sure everyone is heard
- Lack of participation
- No clear outcomes / minutes

The logo for Mentimeter, featuring a stylized bar chart icon with three bars in red, blue, and green, followed by the word "Mentimeter" in white text on a dark blue background.

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The 4 Types of Meetings

MEETINGS	DURATION	PURPOSE/FORMAT	KEYS TO SUCCESS
<p>Daily Check-in</p> 	5-10 minutes	<ul style="list-style-type: none">  Share daily activities: get clarity & alignment  1min per person to share daily activities 	<ul style="list-style-type: none"> • Keep it short. Don't sit down. • Keep it administrative. • Set a fixed time & place; Never cancel it.
<p>Weekly Tactical</p> 	45-90 minutes	<ul style="list-style-type: none">  Resolve tactical issues + align team priorities.  Lightning round → Progress review → Real-time agenda 	<ul style="list-style-type: none"> • Don't set agenda in advance. • Stick to tactical issues.
<p>Monthly (Or Ad-hoc) Strategic</p> 	2-4 hours	<ul style="list-style-type: none">  Deep-dive into critical issues for long-term success.  10-min hook → Mine for conflict → Resolve issue 	<ul style="list-style-type: none"> • Ideally 1-2 topics; give enough time • Prepare & research in advance. • Embrace constructive conflict.
<p>Quarterly Off-site Review</p> 	1-2 days	<ul style="list-style-type: none">  Step back to holistically review strategic direction.  Can review your strategy, executive team, key personnel & trends/ environment. 	<ul style="list-style-type: none"> • Go away from office (but not necessarily out of town). • Limit social activities; focus on work. • Don't overload on lengthy presentations/structure.

Meeting Philosophy

Meetings are a *last resort*, not a default response.

- The owner of the meeting includes a clearly stated purpose
- Shorter is better - 25 and 50 minutes
- Fewer attendees is better – only those directly necessary
- Everyone is responsible for their own calendar - you are empowered to decline
- The owner of the meeting is responsible for sharing the outcomes



“Half the meetings, half the time, half the participants results in an *eightfold reduction* in the time spent in meetings.”

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BEST PRACTICE: IT IS THIS SIMPLE

1. Clear meeting objective
2. Publish the agenda up front and stick to it
3. Make sure everyone knows their role in the meeting
4. Establish good meeting etiquette
5. Keep the meeting on track
6. Capture all action items
7. Follow up.

SWITCH ON THOSE CAMERAS !

Trust: It's easier to build trust if you can see someone

Relationships: camera on makes it more personal

Focus: We pay attention when we are seen

Understanding: better comprehension if we can see your mouth move

Non-verbals: Much richer communication.

Fun Fact: nobody comes to physical meetings with a paper-sack over their head ;-)

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How much of your working time do you spend in meetings?
The code lets your audience join the presentation. It expires in 2 d

COMMUNICATION STYLE FOR VIRTUAL MEETINGS

1. Turn up the volume
2. Adapt and adjust your style
3. Camera, lights, sound ?
4. Discipline and timing
5. High pace
6. Clear instructions
7. Expect engagement and interaction
8. Use all the channels (chat, microphone, whiteboard...).



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KEEPING PARTICIPANTS ENGAGED

1. « Own » and « Lead » your meeting
2. Rhythm & Variety
3. Breaks
4. Interactivity
5. Forced reactions
6. Getting Feedback
7. Detailed timing?
8. High Expectations.



Green Timetable					
Locomotive:	Steam	Diesel	Steam	Diesel	Steam
Tunbridge Wells Dep	10:30	11:55	13:25	14:45	16:15
High Rocks Dep	10:37	12:02	13:32	14:52	16:22
Groosbridge Dep	10:46	12:11	13:41	15:01	16:31
ErIDGE Arr	11:00	12:20	13:50	15:10	16:40
Locomotive:	Diesel	Steam	Diesel	Steam	Diesel
ErIDGE Dep	11:15	12:35	14:05	15:25	16:55
Groosbridge Dep	11:26	12:46	14:16	15:36	17:06
High Rocks Dep	11:33	12:53	14:23	15:43	17:13
Tunbridge Wells Arr	11:40	13:00	14:30	15:50	17:20

One thing you will do to improve meeting quality ?

SEE YOU NEXT TIME ?

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