

Contributing at Meetings



Lesley Morrissey

Book Twelve

HANDS ON MANAGEMENT
Managing Yourself Series

Contributing at Meetings

Book Twelve
Managing Yourself Series

Written by
Lesley Morrissey

Published by and available from
theendlessbookcase.com

e-Edition
Available in multiple e-book formats

The Endless Bookcase Ltd
71 Castle Road, St Albans, Hertfordshire
England, UK, AL1 5DQ

Copyright © 2017 Lesley Morrissey
All rights reserved

ISBN: 978-1-908941-86-2

About the Author



Lesley Morrissey is CIPD qualified and has worked as a training manager, human resources manager and management training consultant.

She has worked in the UK and overseas with a diverse range of nationalities and with managers of many levels of expertise. Without exception, her practical approach to solutions has been received with enthusiasm by trainees and companies with who she consults.

A great believer in 'getting what you expect', Lesley helps people to focus on what they want and then create a path to success.

Practical and pragmatic approaches to real world results are a particular focus for Lesley's development

strategies. “Does it really work?” is the benchmark all these techniques focus on. In the end the success of anything is in the results achieved.

Lesley now runs Inside News Limited specialising in Reputation Marketing.

Contents

How to use this book.....	1
What's it all about?.....	3
What's in it for me?	5
Having an impact in meetings	7
Preparing in advance	8
Effective listening.....	10
Using facts not fiction	12
Strategies for positive outcomes	13
Dealing with bias	23
After the meeting.....	28
Summary.....	34

How to use this book

This book aims to be a practical guide for you. There are many exercises that you will want to do – and should do to get the most out of what you will learn. You remember much more about something when you've actually done it for yourself, rather than when someone has told you how to do it!

There are places in the book where you can write notes and carry out the exercises. You'll recognise them when you see this sign:



By all means use these spaces to make this book truly your own.

If you have purchased an electronic copy you will need to print some, or all, of this out – or have paper handy. I find that it is a wonderful way to recycle the backs of old letters, printouts and photocopies that would otherwise have been thrown out!

If, like me, you have been indoctrinated at birth that defacing books is sacrilegious, then have a pad of paper at the ready!

If you simply read and don't take action you'll find the useful lessons will quickly fade and this will become another of those books that gather dust (or fill up your computer hard disk).

If you've bought this book because you want to improve your skills and your life - make this one count and take action!

What's it all about?

If you attend a meeting that seems to ramble on for hours, doesn't appear to be producing any decisions and turns into a forum for mud-slinging and moaning, work out how much it is costing.

How many of these take place a week – a month – a year? How much is the inefficient meeting process costing the company?

If you have decided that, as the people that usually summon you to meetings don't bother to tell you enough for you to prepare for their meetings we'll be looking at how you can manage the people who call you to attend their meetings.

This will include how you can get the most out of meetings that currently waste more of your time than you would like, and how to ensure you don't miss out on contributing important information and make an impact on the outcomes.

The tools of being an effective member of any meeting almost always rely on how proactive you choose to be before, during and after meetings.

If you can't be sure of the meeting planner giving you information that you need to be a useful member of

the meeting, you might need to do some detective work.

In some cases you might not even need to attend the meeting at all!

What's in it for me?

Attending meetings that are unnecessary is an enormous waste of time and effort. Make sure you attend meetings that help you in your work and that you can contribute to.

Personal benefits

- Control of your time management will improve allowing you to choose more of the important tasks to do instead of having to work around other people's priorities.
- You'll be prepared and won't be 'caught out' without the necessary information to hand.
- You'll get more satisfaction from knowing you are making a valuable contribution.
- You will come away from meetings with a clear idea of what needs to be done – and no need to make calls to try and find out if anyone else knew what it was all about!
- Actions that need to be taken will be clear and are much more likely to get done – creating a reputation for efficiency.
- Other people will wish they had 'said that' when you make key contributions.

What other advantages can you think of from being an effective contributor in meetings?



Having an impact in meetings

Contributing effectively is not merely a matter of being able to speak up and say something on demand. Many people are able to spout at length about any subject you care to give them, but that doesn't guarantee that any of it is useful or focused.

In meetings being able to contribute effectively is heavily reliant on your existing knowledge and information on the subject in hand.

There are many issues that affect your ability to have an impact – the key to all of these is awareness. Be aware of the issues and you will be able to address them before they derail your efforts.