

# Preparing for ISACS Accreditation Part 2: Running the Meetings

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# Learning Objectives

**Be able to:**

- **Lead meetings that achieve goals**
- **Conduct meetings that are interactive and enhance teamwork**
- **Make decisions in meetings**
- **Manage disruptive behaviors**
- **Evaluate meeting effectiveness and avoid the “meeting after the meeting”**

# Rules of Engagement: Interaction (Discuss First Meeting)

- Side conversations
- Participation
- Over-talk
- Respect
- Listening
- Technology



# Rules of Engagement: Logistics (Discuss First Meeting)

- Meeting location
- Start/stop
- Materials/Resources
- Food
- Distribution of notes
- Task assignments



# How to Make Decisions



- **Command**
- **Consultative**
- **Majority rule**
- **Consensus**

# Use Questions

- Open discussion
- Broaden participation
- Focus discussion
- Move along
- Reach a decision



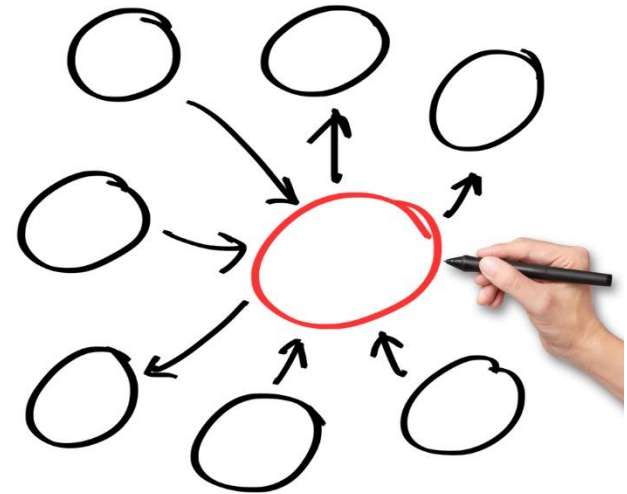
# Common Problems

- Discussion wanders
- Low participation
- Team is “stuck”
- People are interrupting
- Can’t prioritize actions



# Trouble Shooting

- **Make a process comment**
- **Refocus on task**
- **Engage all participants**
- **What's not being said?**
- **Summarize**
- **Check for agreement / disagreement**





# Evaluate

- What worked?
- What didn't?
- Stop - Start – Continue
- Appreciate/Request
- Use Feedback!



# Barbara Braham - Bio

Barbara Braham, Ph.D., has been working with organizations since the 1980's as a consultant, trainer and coach. She is the author of eleven books and an adjunct faculty member at Georgetown University. She coaches in the Notre Dame Executive MBA program and has earned the highest designation from the International Coach Federation, Master Certified Coach. The focus of Barbara's work is helping individuals and organizations fulfill their potential.



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Thank You!