

Preparing for ISACS Accreditation

Part 1: Meeting Preparation

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Learning Objectives

Be able to:

- **Communicate the purpose of your subcommittee**
- **Create meeting agendas**
- **Follow Steering Committee guidelines**
- **Clarify member roles and responsibilities**
- **Assign tasks**

Effective Meetings...

- **Achieve their objectives**
- **Take a minimum amount of time**
- **Leave participants satisfied about the time and the objectives**



Goals

A goal is simply a statement of a desired outcome. It states...

- What is to be accomplished
- How well it is to be done
- When it is to be completed



Before You Meet with Subcommittee...

- Clarify goals, timeline and expected number of meetings with Steering Committee
- Clarify Final Work Product
- Review ISACS documents
- Set meeting locations



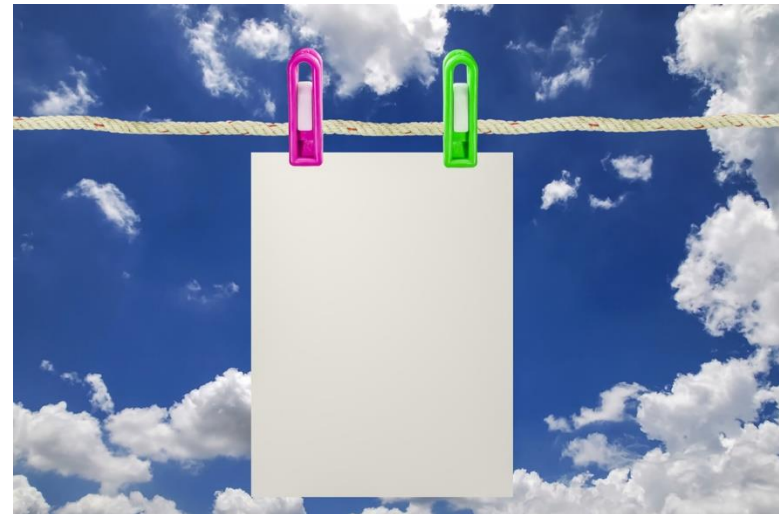
Subcommittee Goal: Define Meeting 1

- What is your goal as defined by the Steering Committee and ISACS documents?
- What template will you follow?
- What is your timeline?
- How many meetings will you hold?



Meeting Agendas

- **Create an agenda – Purpose of Meeting, Resources needed**
- **Distribute in advance**
- **Prioritize Items**
- **What is the desired outcome of each item?**
- **How much time per item?**



Meeting Facilitation

- **Leader role**
- **Facilitator role**
- **Scribe/Recorder role**
- **Time keeper role**



Why am I Here?

- **Content expertise**
- **Data Gathering**
- **Asking questions**
- **Unique perspective**
- **Report Writing**



Making Requests

- **Specify what you want**
- **Specify whom you want it from**
- **State what will create satisfaction**
- **Establish shared context**



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!