Not Another Meeting! How to Conduct Effective Team Meetings

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Objectives

• Evaluate the state of your current meeting practices

• Identify opportunities to apply evidence-based best practices to your meetings

• Communicate the need for a change in meeting culture in your organization
If you had to identify, in one word, the reason why the human race has not achieved, and never will achieve, its full potential, that word would be “meetings.”

- Dave Barry, American humorist (quoted in Fotsch & Case, 2016)
Over 50 million meetings in the US each day

More than half are rated as “poor”

Primary purposes of meetings

- Problem solving and decision making
- Information sharing
- Strategy
- Implementation
- Debriefing and learning

What more commonly occurs

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Common problem, symptoms vary
Where do your meetings stand?
Before: Design and preparation

- Is the meeting necessary?
- Set clear goals and outcomes
- Schedule meeting length appropriate for goals

Before: Design and preparation

Prepare an agenda and send out in advance

Invite only those whose knowledge, expertise is needed

Review the agenda prior to the meeting and prepare accordingly

Ensure technology supports meeting goals and works prior to start of meeting

During: Leader and attendee responsibilities

- Start on time
- Arrive on time
- Follow the agenda
- Take minutes

During: Leader and attendee responsibilities
During: Managing interpersonal interactions

- Interruptions
- Avoiding complaining cycles
- Not talking enough or at all
- Tangents
- Talking too much
- Disruptions
- Distractions
- Poor meeting leadership
During: Managing interpersonal interactions with procedural statements

- Talking too much
  - “Thank you for your input. I’m going to ask others to share their thoughts, and then I’ll come back to you, OK?” … “was there something else you wanted to add?”

- Tangents
  - “Thank you for sharing that idea. I’ll add this to the ‘other business’ section of our agenda and we will revisit it at that time. As we were saying, in relation to [item on the agenda]…”

- Poor meeting leadership
  - “It would be helpful to know what kind of input you’re looking for here, and how we’ll know if you have what you need.”
After: Follow-up and impact

- Send meeting minutes, action items after meeting
- Take action between meetings
- Assess meeting quality and satisfaction
- Leaders examine necessity, value of meetings

Changing meeting culture
Quality improvement for...meetings? Yes, for meetings!
