Strategies for Effective Meetings
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Objectives for this Meeting?

• Draw out your experiences, issues & needs. Why do YOU need strategies for effective meetings?
• Model and discuss elements of effective meetings that can help you.
• Leave here with some ideas on what you can do to make your meetings better.
  – Connect you with resources to help you plan, lead, or facilitate.
Agenda for this Meeting?

• Meetings, Meetings...why are you here? Your experiences, issues & needs.

• Illustrate and discuss elements of effective meetings
  – Before the Meeting
  – During
  – After

• Where do you go from here?
Strategies for Defective Meetings

- Your list here...
Effective Meetings

WHY
WHAT
WHO
HOW

Before
During
After
Ground Rules?

• Start on time – end on time.
• Be concise, focused.
• ONE at a time, respect others.
• NO side conversations.
• Unrelated topics – move to “parking lot”.
• OBEY your facilitator, HELP your note taker.
• Cell phones OFF!
Three C’s

• Culture – match the meeting culture, style, & format to the issues and the people.

• Commitment – make it worthwhile for everyone, keep it positive, stay focused.

• Collaboration – facilitate group atmosphere, team dynamics and behavior that works for everyone.
Effective Meetings

• Agenda to meet objectives, shared in advance
• Who – the right people, functions & roles.
• Ground rules and facilitation
• On time and stick to Agenda.
• Minimize sidetracks and monopolizers.
• Sensible process = satisfied participants
• Capture results, debrief, follow up.
Where to from here?

• YOUR Top three complaints about Defective Meetings?
• What are YOU going to do to make it better?
  – BEFORE
  – DURING
  – AFTER
• Take leadership to improve your next meeting.
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