Objectives

- Define characteristics of effective meetings
- Identify task (practical) and process (personal) communication methods used by team members.
- Identify the roles and responsibilities of team members
- Commit to the Meeting Code of Conduct
- Participate in a team activity

Why Meet?

- **Provide Information**
- Brainstorming/generate ideas
- Make decisions
- Collecting opinions and information

- Review progress or status
- Identify and solve problems
- Set goals and plan actions
- Resolve conflicts of interest

Effective Meetings Balance...

Task Needs...

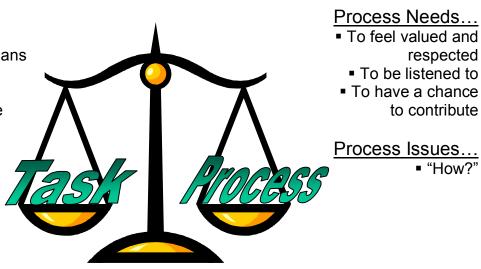
To make good decisions and plans

■ To focus on the meeting topic

To finish on time

Task Issues...

- "What?"
- "Why?"



respected

"How?"

Task Team Behaviors...

Some task roles played by team members are as follows:



Information Giver:

Offers authoritative information or

data.



Information Seeker: Asks for clarification or accuracy

of statements.



Opinion Giver:

States belief or opinions relative

to the discussion.



Elaborator:

Expands on ideas and

suggestions.



Clarifier:

Establishes criteria for evaluating

opinions, ideas, or decisions.



Standard Setter:

Establishes criteria for evaluating

the team's opinions, ideas, or

decisions.

Process Team Behaviors...

Some process roles played by team members are as follows:



Encouraging: Being open to others' opinions or

feelings even if they are different.



Gatekeeping: Openly taking interest in what others

say, and facilitating communication.



Listening: Paying close attention to what

others talk about.



Harmonizing: Negotiating or relieving tension

when appropriate.



Accepting: Respecting and promoting

differences.



Supporting: Giving team members

compliments about team's

successes.

Dysfunctional Team Behaviors...

Some of the dysfunctional task behaviors are as follows:



Condescending:

Putting down team member contributions...making other's

feel stupid.



Bully:

Being inconsiderate of other team

member's needs.



Avoiding:

Not paying attention to facts or

relevant ideas.



Withdrawing:

Acting passive or indifferent, wandering from the subject or

discussion.



Joking:

Excessive playing around, telling

jokes, and mimicking other

members.



Dominating:

Excessive talking, interrupting others, criticizing, and blaming.