

Modern meeting types

- Origins of democracy, All Men who owned land could join the meeting to make a decision.
- Not only for public meetings, also used for trials, theatre, and athletic events.
- Romans adopted and improved the agora into enclosed areas for public meetings called forums. During the imperial era forums were segregated by topic (cattle, vegetable, mercantile, judicial).

PPT#4 The 4 meeting types

- Report and information oriented. Become boring very quickly if too much information presented. Leader needs to invite the right people. These meetings lead to the next type of meeting.
- Decision making and problem solving. Leader must be organized. Stick to the agenda and watch the time. This is a results meeting and the leader may be the tie breaker.
- Creative and Brainstorming. Not much leadership required, more of facilitating the free flow of ideas. Everyone must have an open mind to make these meetings productive. Don't dismiss any idea.
- Training and skill building. Think classroom and seminar. The leader or facilitator has all of the information and is trying to get everyone else to contribute.

Organization Required

PPT#5 The P's

- Purpose – Why have this meeting and what do we want to achieve?

People Encountered

- Payoff – What is the tangible output? Material? Information? Attitudes?
- Pondering – Is this meeting needed? Can we still accomplish the goals of the meeting without the time, effort, or expense of the meeting?
- Planning – Process and People. Does the agenda make sense? Will the people you invite want to come to this meeting? Are you inviting the right people with the right authority?
- Pitfalls – Are the rules agreed to? Are there concerns about the purpose or payoff? Can you address the hijackers and disruptors?

PPT#6 Three types of people. Which one can you influence?

- Accomplices
- Adversaries
- Fence Sitters

Meeting Leadership Styles

PPT#7 What you can do to influence the fence sitters. Ultimately it is about the decision, you need enough information to make a decision or you need a consensus. Your possible styles of leadership are:

- Coercive – Make them bend to your will. Tell them what we are going to do. Only if you have all of the power and responsibility.
- Authoritative – Again, If you have the power and responsibility you can make the final decision based upon the inputs and recommendations
- Affiliative – People come first. You make the best decision based upon what your people need and what is best for them.

- Pace Setter – Ask them to follow you. Actively listen and use their words, talk like they talk using the words they use to win them over to your side.
- Democratic – Don't make the decision. Ask the group what they want and go with the group decision. Majority Rules.
- Coacher – Make suggestions to get results. Convince them that they have the ability to make the right decision.

Activity PPT#8

Q&A Discussion

Analyze yourself: What type of leader are you comfortable being? Could you change leadership styles to get results? What type of meeting is this? Have you ever been a fence sitter, an accomplice an adversary?

Summary: PPT#9 We covered the history of meetings, the 4 types of meetings, the organization required to hold a meeting, the 3 types of people in meetings, and the 6 meeting leadership styles. I hope that you will take this information and use it. Too often people go into meetings and try to convince the adversary, or preach to the accomplice. Remember to focus on the fence sitter and you will be successful.

Evaluation:

1. Fill in blank paper & pencil test via **PPT #10 (scenario), PPT#11 tq #1, and PPT#12 tq #2.**
2. Provide students with blank paper and something to write with if needed.
3. Review questions and provide correct answers to reinforce learning.

Conclusion: PPT# 13 Last lesson I showed you how to run a meeting and gave you the opportunity to practice those skills. This lesson I provided you with some tools you can use in the future. Thank you for your attention. I can make this power point presentation available to you upon request along with my notes if you would like them.

Reference:

<https://www.khanacademy.org/humanities/ancient-art-civilizations/ancient-near-east1/sumerian/a/cuneiform>

<http://www.britannica.com/topic/agora>

<http://www.britannica.com/topic/forum-ancient-Rome>

<http://westsidetoastmasters.com/resources/powerspeak/lib0195.html>

<http://www.socialmediatoday.com/content/most-important-part-productive-meeting>

Michael Nir, President Sapir Consulting, Project influence and leadership presentation 11/4/15.

Training Aids/Notes:

See PPT attached and on flash drive. Make sure to bring blank paper and pens or pencils for those learners who do not have any available.

Meeting Theory Lesson

Objective: Given the history of meetings and the types of people that you are likely to encounter in a meeting, select the most appropriate strategy for leading a meeting.

The Four Meeting Types

- Report and Information Oriented.
- Decision Making and Problem Solving.
- Creative and Brainstorming.
- Training and Skill Building.



The Origin of Meetings – Why Meet?

- Speculation
- Strength or Respect?
- All about the information
- The first recorded meeting was between Gilgamesh and Utnapishtim.
- As populations grew it probably became important to gain consensus.



Organization Required for Meetings

- Purpose
- Payoff
- Pondering
- Planning – Process & People
- Pitfalls

The P's

Origins – The Greeks and Romans

- The Greek Agora
- Open air meeting place.
- Origins of Democracy.
- All men who owned land were welcome.
- The Roman Forum



Types of People in Your Meeting

- Accomplices
- Adversaries
- Fence Sitters



Meeting Leadership Styles

- Coercive
- Authoritative
- Affiliative
- Pace Setter
- Democratic
- Coacher



Scenario

You are the manager of a clothing store that serves clients who only want the most fashionable clothing. One of the other managers is in a dispute with you over which clothing styles to buy for the spring and summer seasons. You decide to call a meeting with the other manager, the buyer and the owner to discuss the issue and to make a decision. Ultimately the owner will make the final decision.

The buyer likes what you have proposed. The owner does not have a firm opinion about which styles to buy. A decision needs to be made today in order to receive the merchandise on time.

Q&A Activity

- What type of leader are you?
- Would you ever need to change meeting leader styles to get results?
- What kind of a meeting is this?
- Have you ever been an adversary, an accomplice, or a fence sitter?

Test Question 1

Who do you need to influence the most in order to get the decision made? Why?

- Is it the other manager? **No. This is an adversary.**
- Is it the buyers? **No. This is an accomplice.**
- Is it the owner? **Yes! This is a fence sitter.**

Summary

- 4 types of meetings: Report and Information, Decision Making and Problem Solving, Creative and Brainstorming, and Training and Skill Building.
- 3 types of people in meetings: Adversaries, Accomplices, and Fence sitters.
- 6 Ways to lead meetings: Coercive, Authoritative, Affiliative, Pace Setter, Democratic, and Coacher

Test Question 2

Which two of the six methods could you use to influence the fence sitter to chose your option?

- Coacher & Affiliative? **No.**
- Coercive & Authoritative? **No.**
- Pace Setter & Democratic? **Yes!**

