



Meeting Effectiveness Situation™

TEAM DEVELOPMENT

Help your teams make better decisions in less time

U*nl*ock the secret of synergy while illustrating the type of meeting that promotes it.

WHAT IS THE MEETING EFFECTIVENESS SITUATION?

The *Meeting Effectiveness Situation* is an interactive team exercise that teaches participants the basics of meeting management while building their consensus decision-making skills. Specifically, the exercise challenges participants to identify the optimal sequence for carrying out 20 activities involved in orchestrating a successful meeting.

HOW DOES THE MEETING EFFECTIVENESS SITUATION WORK?

Participants sequence the *Meeting Effectiveness Situation* activities first on an individual basis and then as a group. Before doing so, they are directed to six of the activities that present alternatives from which they must choose. Individual and team solutions are compared to the experts' solution and rationale based on the meeting management literature. The experts' solution was reviewed by Dr. Donald Kirkpatrick, author of *How to Plan and Conduct Productive Business Meetings* (AMACOM, 1997), who provided additional consultation on the sequencing of the activities.

Comparisons between participants' individual solutions and the experts' solution indicate how well participants are exercising their knowledge, skills, and experience with respect to meeting management and complex problem solving. Comparisons

between participants' individual scores and their team's score indicate whether they were able to achieve synergy by fully using and building on their collective knowledge and skills.

The *Meeting Effectiveness Situation* takes approximately 1½–2½ hours to complete, including scoring and debriefing.

APPLICATIONS

The *Meeting Effectiveness Situation* can be used as an icebreaker, central activity, pre-test/post-test, or follow-up activity for programs focusing on:

- Time management
- Team management and development
- Meeting effectiveness
- Problem solving and decision making

The exercise can also be used as a tool for:

- Kicking off a meeting or series of meetings
- Evaluating current meeting practices and procedures
- Identifying more effective and efficient ways of managing meetings

WHO SHOULD USE THE MEETING EFFECTIVENESS SITUATION?

The *Meeting Effectiveness Situation* is appropriate for anyone who manages or attends meetings, works with groups, or is part of a team.

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