

UC Davis Graduate School of Management - Skills Class

Training by: Kevin Wolf

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Class Goals:

Learn more about the skills and knowledge needed to make meetings successful.

Class Objectives:

Decide on the groundrules by which the class meeting will be run.

Approve the agenda.

Brainstorm and prioritize the top 2-3 issues that concern the students about how to make meetings successful.

Gain as much information on these priority issues as possible in the time available.

Evaluate the meeting.

Agenda

12:10 Welcome, introductions (and why introductions)

12:20 Groundrules for the next hour.

12:25 Review and adopt the agenda (and why agenda goals and objectives)

12:30 Brainstorm key meeting issues for prioritization exercise.

Model a good brainstorming exercise. Categorize as ideas are given.

12:35 Weighing exercise (Use the handraising, N/3 method.)

12:40 Reach consensus (or find a solution that has 75% supermajority).

Define consensus as expressing opinion but only fighting over principles values and goals.

12:50 Top issue. Clarify the problem. What are possible solutions?

List on flip chart paper. Model good recording.

1 pm Second issue. Clarify the problem. What are possible solutions.

1:10 Third issue. Clarify the problem. What are possible solutions.

1:15 Class meeting evaluation.

Use the "what can be improved" and "what went well" method.

1:20 Adjourn