

Strategies for Meetings

EAWLC Business
Communication
Workshop in Sept.

By Ric Phillips, MBA, 3V Communication Coach/Trainer



About Me: Ric Phillips, MBA



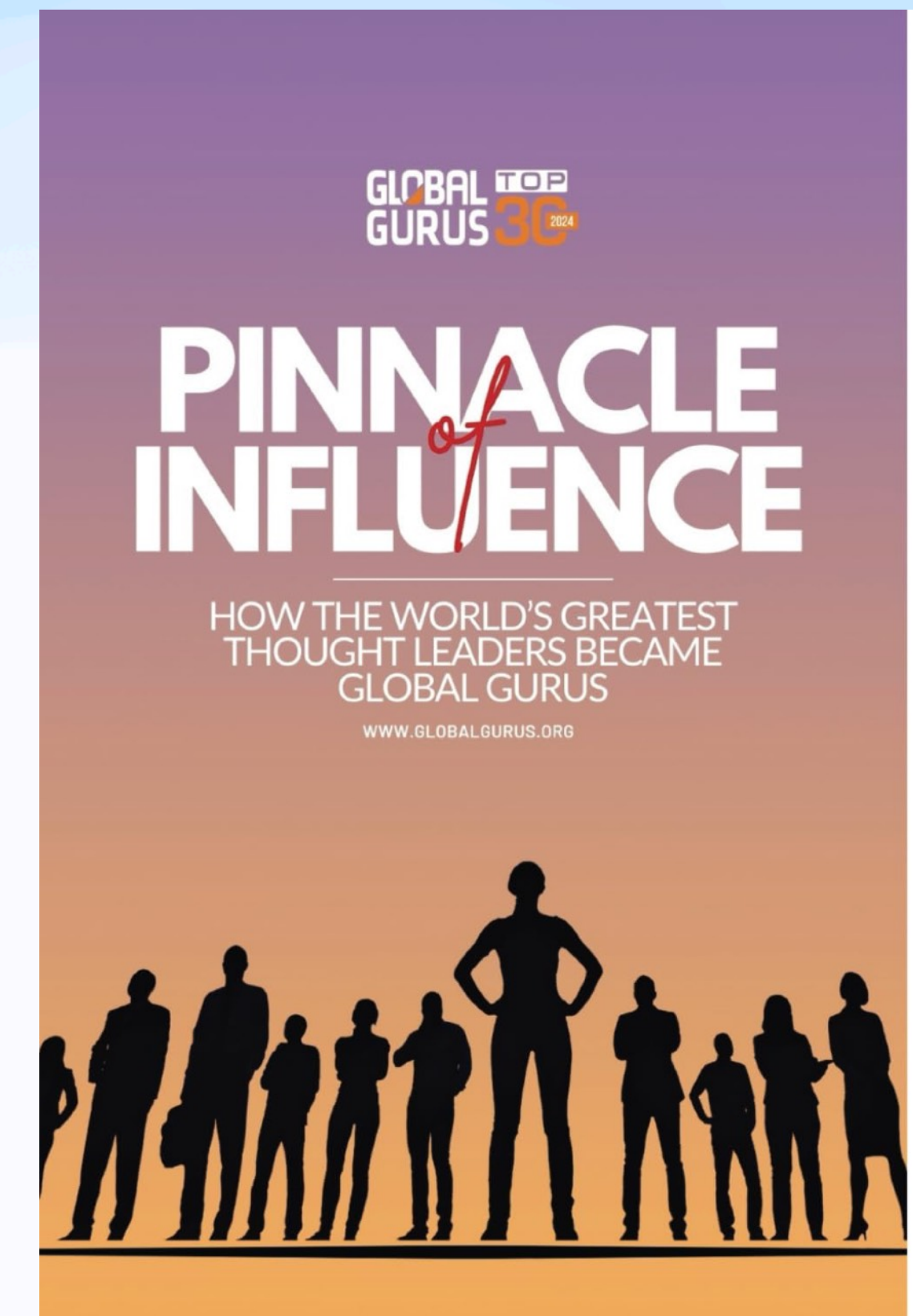
#10 Communication Professional



York Entrepreneurship
Development Institute

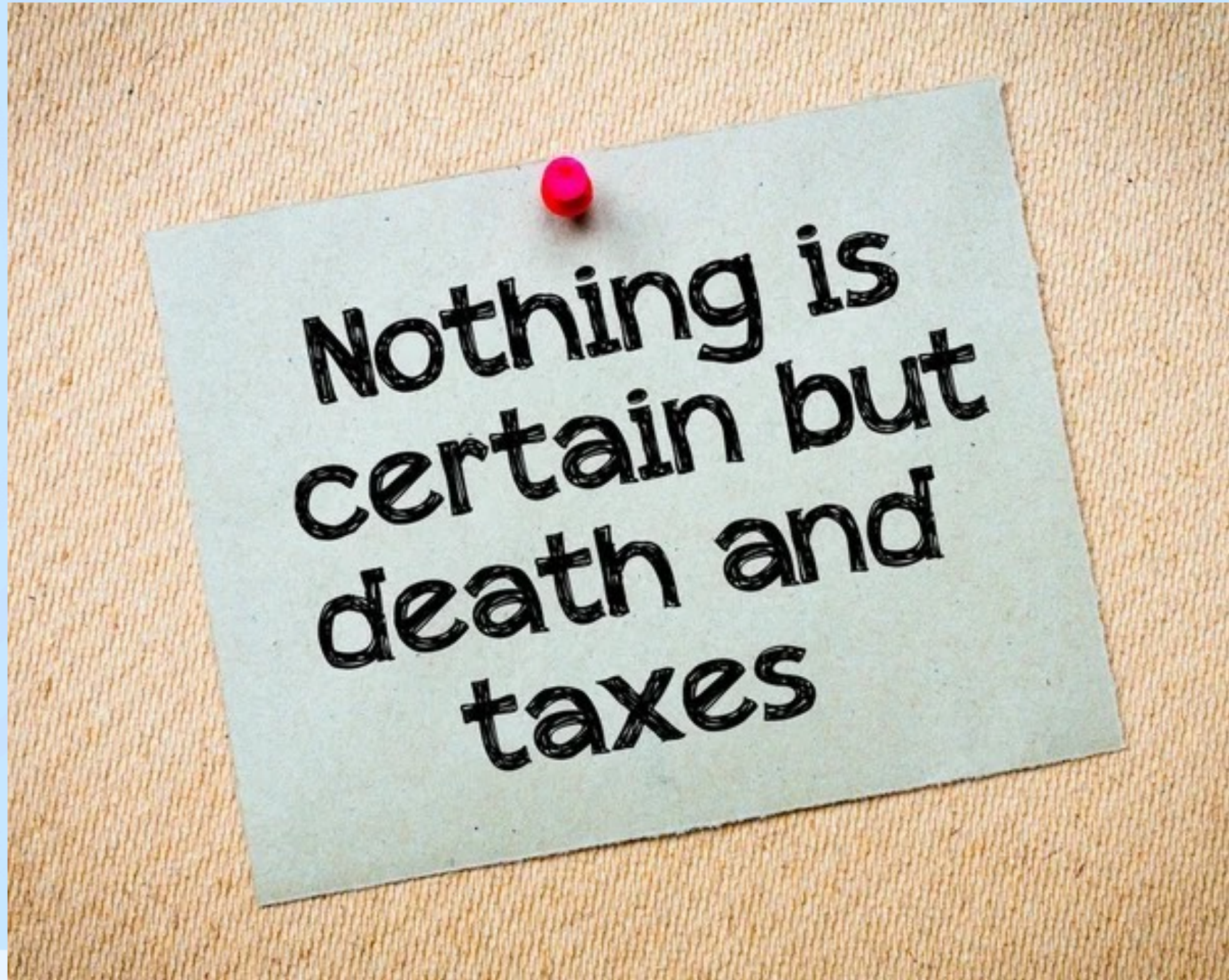


National Communication Coaching Association



OUR AGENDA:

- **Let's talk about Meetings: Preparation is key!**
- **If you are (co-)running it**
- **While you are chairing it**
- **If you are a participant**
- **Requested Qs, Open discussion**



PREPARATION IS KEY!



If you are (co-)running the meeting:

- *Create, send out agenda*
- *'True' time limit prep (75%)*
- *"Rule of 3" & "KISS" will help*
- *Gather feedback from mtgs (formal or informal)*



While Chairing it

- *Move along topics using ‘transition phrases’ (Signposts) like “here we see...now we will turn our attention to...once that is complete we need to focus on...if you look at the 3rd column...”*
- *Sense the tone of the room, their priorities/confusion/ boredom*
- *Re-focus the group after a mini-discussion with “It’s time we move on to ...” “In the interest of time, we need to move on to X now (but we can revisit it again next time)” etc.*



If you are a participant

- *Ask for agenda ahead of time*
- *Contribute at least once per mtg*
- *Ask for clarification*
- *Add your perspective*
- *Ask yourself WIIFM? How does it affect my role/dept?*



Requested Questions

1. How to summarize or paraphrase ideas?
2. How to guide conversations?
3. How to build consensus in difficult situations?
4. How to redirect conversations strategically?

AGENDA COMPLETED!

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THANK YOU! ANY QS?



- Feel free to connect on LinkedIn (Ric Phillips), Twitter/X (**@CommCoach**), 3V Communications / NCCA Canada Facebook Pages, or ric@3VCommunications.ca
- <https://www.linkedin.com/in/communicationcoach/>
- <https://3vcommunications.ca/esl-cultural-communication-coaching/>
- My YouTube Channel: <https://www.youtube.com/@RicPhillips>
- My TEDx Talk: *The Long Life of First Impressions* <https://www.youtube.com/watch?v=SuG-BHquAHU>
- <https://nccacanada.org/>
- *Pinnacle of Influence Book*: <https://www.amazon.ca/Pinnacle-influence-greatest-thought-leaders-ebook/dp/B0D5TDJ7NY/>