

What's the Secret to Running Effective Meetings?

Learning Objectives

- Explain several appropriate reasons for setting up a meeting.
- Discuss how to effectively prepare for a meeting.
- Identify five common mistakes meeting leaders make.
- Identify five components that can lead to a successful meeting.

Description: When was your last bad meeting? Last week? Yesterday? An hour ago?

We've all been in bad meetings — meetings that drag on, meetings that don't seem to have a purpose, and meetings that don't end with concrete next steps. What's the solution? In this IHI Open School Short, Bob Pozen, a senior lecturer at Harvard Business School and a senior research fellow at the Brookings Institution, provides clear, simple advice on how to run a good meeting.

Watch the video at <https://youtu.be/6nsgkc8sBIk>.

Discussion Questions

1. Pozen presented four appropriate reasons for scheduling a meeting. Do you agree with his list? What, if anything, would you add or remove?
2. Pozen shared five common mistakes leaders make in meetings. Which one do you think is most detrimental to a meeting?
3. Pozen shared five keys to a good meeting. Which one do you think is most important to running a good meeting?
4. Think about the last effective meeting you had. Why was it so effective?
5. Think about the last ineffective meeting had. Why was it so ineffective?