



#NoMoreBoringMeetings

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Session Objectives

- List 3 goals of a successful meeting.
- Describe 3 types of meetings that can replace a “traditional” meeting format.
- Create a “meeting plan” that can be implemented in your organization.

BUT what are YOUR objectives?

1. Introduce yourself to someone new.
2. What is 1 thing that makes a meeting engaging?
3. What is 1 thing that makes a meeting boring?
4. What do you want to learn today?



11,000,000



61.8



8

Quick Quiz:

- How many professionals who meet on a regular basis admitted to missing a meeting?
 - 96%
- How many admitted to missing part of a meeting?
 - 95%
- How many admit daydreaming during a meeting?
 - 91%
- How many admit falling asleep during a meeting?
 - 39%



WHY?

Most Meetings Lack:

- **Drama**
- **Conflict**
- **Purpose**

AND RESULT IN:

***A meeting ending with little
resolution or clarity***



Audial Visual Kinesthetic

Quiz

17 seconds



WHAT CAN WE DO?

THINK – PAIR - SHARE



Plan of Action

- Be better prepared
- Create better agendas
- Provide minutes from last meeting
- Bring food
- Be more entertaining

CHANGE

“And now,” cried Max,

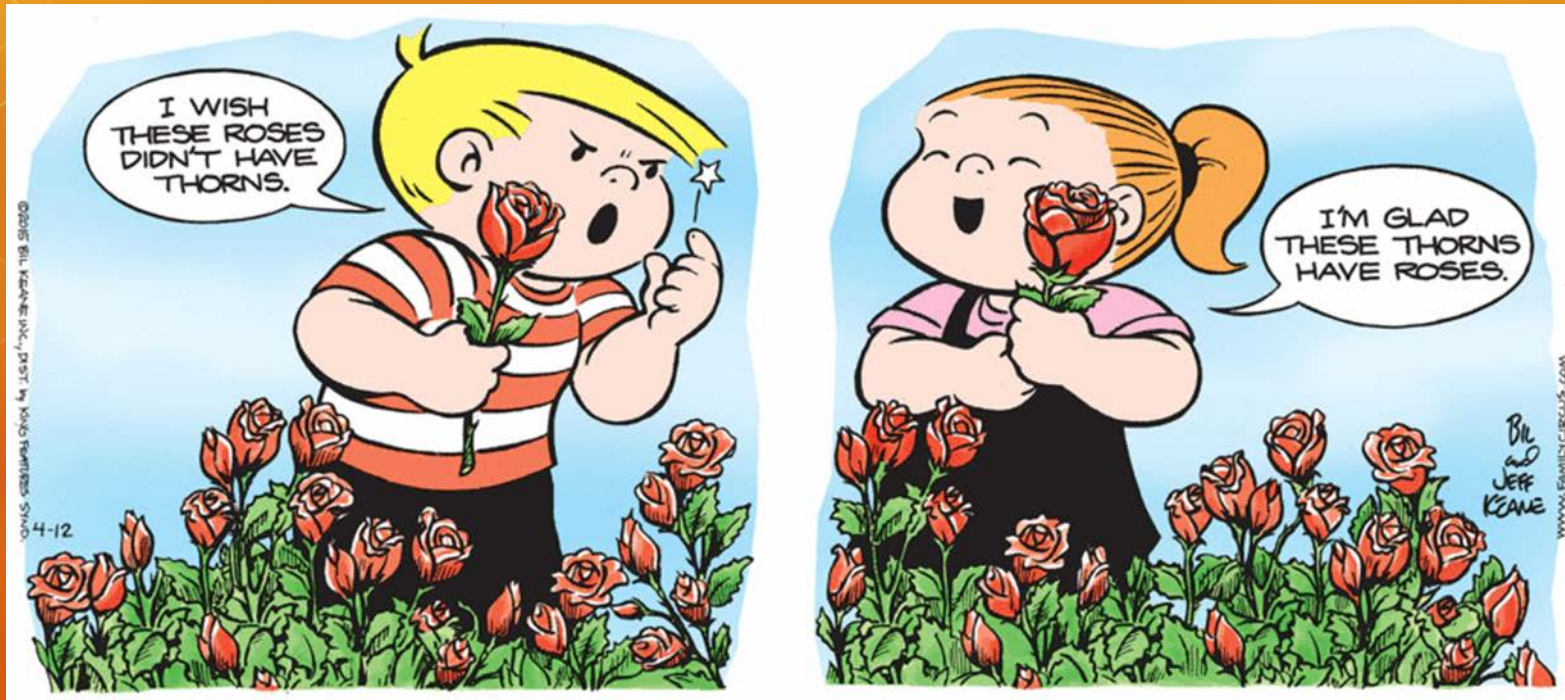


CHANGE =

**Chaos +
Opportunity**

HERE'S AN OPPORTUNITY...

Perspective is Powerful



Attitude is a little thing that makes
a big difference.

- Author Unknown





- People do not like surprises when it alters their expected routine.
- People feel insecure about change.
- People may scheme about how not to change.
- People often feel they don't have enough resources or support.
- People can only handle so much change at a time.
- People may revert to old ways when the pressure is off.

#1 BESTSELLER

An A-Mazing Way to Deal with Change
in Your Work and in Your Life

Who Moved My Cheese?

Spencer Johnson, M.D.

Foreword by Kenneth Blanchard, Ph.D.

Co-Authors of **The One Minute Manager**

The World's Most Popular Management Method





- Change Happens
- Anticipate Change
- Monitor Change
- Adapt to Change Quickly
- Change
- Enjoy Change!
- Be Ready to Change Quickly & Enjoy It Again





Hallway Huddles

Supervisor Summits

WEEKLY TACTICAL

Monthly Strategic

Quarterly Retreat

Hallway Huddles

- Daily
- All standing/No sitting
- General Updates
- Everyone invited
- No more than 20 minutes
- No cancellations



316
Diane Lutton-Harden



Whiteboard content for room 316:

Sept - October

4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Rev Review

1. Leave policy forms produced
2. Plan progress
3. After hours COS
4. Facility & Park notes
5. Phone answering, delegating message answers, how you will
6. With members' funds
7. Turn of facilities

When you get back, you will be asked to...



317
Gary Smith

Whiteboard content for room 317:

What all employees does is enough to keep their job
the remaining staff will not be right to work...

What all employees does is enough to keep their job
the remaining staff will not be right to work...

What all employees does is enough to keep their job
the remaining staff will not be right to work...

09.08.2015

September ~ November

S	M	Tu	Wed	Thur	Fri	Sat
Nov 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	P.C. Community Meeting @ Senior Center Internet @ TB?? (Need a laptop needed)	PRCA Dept. Meeting 7:30 am TB McP.	Ldrship Forum 7:30 am @ TBC - 11:00 am GRU/CG Talent Show	REC BOARD UPDATES DUE 11	Last Biathlon 12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Prepares
Brennan - unready

✓ leave slip submitted

3-9/4

9/10 - 9/11 class + lesson 5

our work, to each other & to our customer
ceeding expectations, by getting

Fall Staff Schedules

09.08.2015

Mary 7:45am → 5:15pm (w/ lunch) (M-Thur)
M+W 9:30-10:45 (class) Friday: 8:00am-12:00pm
Kaiti

S

m

Tu

W

Th

F

Sa

Sept ~ October

Sept 27

28

29

30

Oct. 1

Begin
Friday
8am-1pmPop Warner SL 3
FB Grmnd
Home

4

5

6

7

8

Native Pl. Sch 9
SLNative Pl. Sch 10
SL

11

12

13

14

15

16

17

18

19

20

21

Alachua County
Kickball Tournament
ARM - 9-11am
The Amazing Race
(TEAM United Way)

22

23

24

25

26

27

28

29

30

31

Rec. Review Topics:

1. Leave policy, forms, procedures
at emergencies
EHS
totals

escape voicemail boxes, forms, on/off

4C's

- We are Committed to our work to each other & to our customer
- We are Competent by exceeding expectations, by getting results & seeking to continuously improve & by holding each other accountable
- We are Conscientious by being fiscally responsible, by ensuring the safety of employees, the public & the environment & by being resourceful & innovative
- We Communicate by being accessible & actively listening, by being honest, open, knowledgeable & respectful, by seeking engagement & by providing accurate information & educating the public

09.08.2015

- * A "Just a job" employee does just enough to keep their job while complaining about what's not fair or right at work.
 - * A "Team Player" works positively together with everyone to get the job done the best way possible!
- SEE THE DIFFERENCE?**

Lending Policy

- 8/10 - Combine edit responses
- 4/10 - Re send for review

Facility Alarm

- Mr. Ross
- 8/10 - Fee reduction class on 8/10
- Starline Office
- 2011 SE Hawthorne Rd
- 10-10-10

MLK Storage

- 8/10 - Meeting with Mr. Ross to plan reorganization of area.

MLK Bleachers

- 8/10 - Request quote from Sheridan Bleachers
- 8/10 - Quote received at repair/upgrade
- 8/10 - Reorder

Work Orders, Quotes, Projects

- Public Folders → PRCA → Recreation → Facilities

ES/MLK/Bolton Floor (wood)

- 8/10 - MLK Scheduled for 5/1/2016
- Bolton Scheduled for 11/30/2016

Porters lighting

- 8/10 - Some lighting at porters was not replaced due to an error work order sent for completion.

Facilities

Weekly Schedules



- Can be found on:
 - Public Folders → PRCA → Recreation → Facilities
 - Facility Assistant Contact Info + Schedule
- Files are saved by dates

Facility Guide

- 8/10 - During the month of Aug we will be getting photos of events being held in our facilities

* Field Space

- meeting comes calls to do fine / maxi field space & Possum / Citizens

Rental survey

- 8/10 - Full release on 8/10. Electronic / Paper
- 8/10 - Surveys placed at all facilities
- Electronic tablet will be used for some
- Surveys are being administered on site during events

MLK stage curtains

- 8/10 - Distributor: negotiating with buying orders to obtain 2 more quotes.
- 4/10 - Additional quote received

F.A. Hiring

- 8/10 - will be calling to arrange interview dates/times.
- 8/10 - Calling to arrange interview times
- 8/10 - Interviews conducted by Ross & Mary Good prospects!
- 4/10 - Accommodations made!!!

Tables & chair

- 8/10 - 5 tables & 20 chairs ordered for Porters
- additional order will be made once final has been re-allocated.
- 7/10 - order will be made after 10/10

E.A.P. Maps

- 8/10 - looked over maps printed, had them put them down about location for events, missing floor plans, security, etc. plan.
- 8/10 - Mary's goal is to rework project on 8/10.

* Stage lobby area at CONE/ARM/Bolton

* Yearly floor Maint. Schedule (was/Bolton)

* All Facilities Utility closets cleaned & safe

* C.O.B. Logo Rugs

* Truck infield use

* E.A.P.



Recently Recorded from Keleher's Korner...



Supervisor Summits

- Daily
- Sitting okay
- Supervisors only
- No more than 20 minutes
- No cancellations
- PLUS...a secret weapon



WEEKLY TACTICAL

- Weekly
- Sitting okay
- 1 section each meeting
- Supervisor, Program Coordinator, Recreation Leaders
- Agenda provided to me
- No more than 1 hour
- Discussion and resolution of issues
- No cancellations



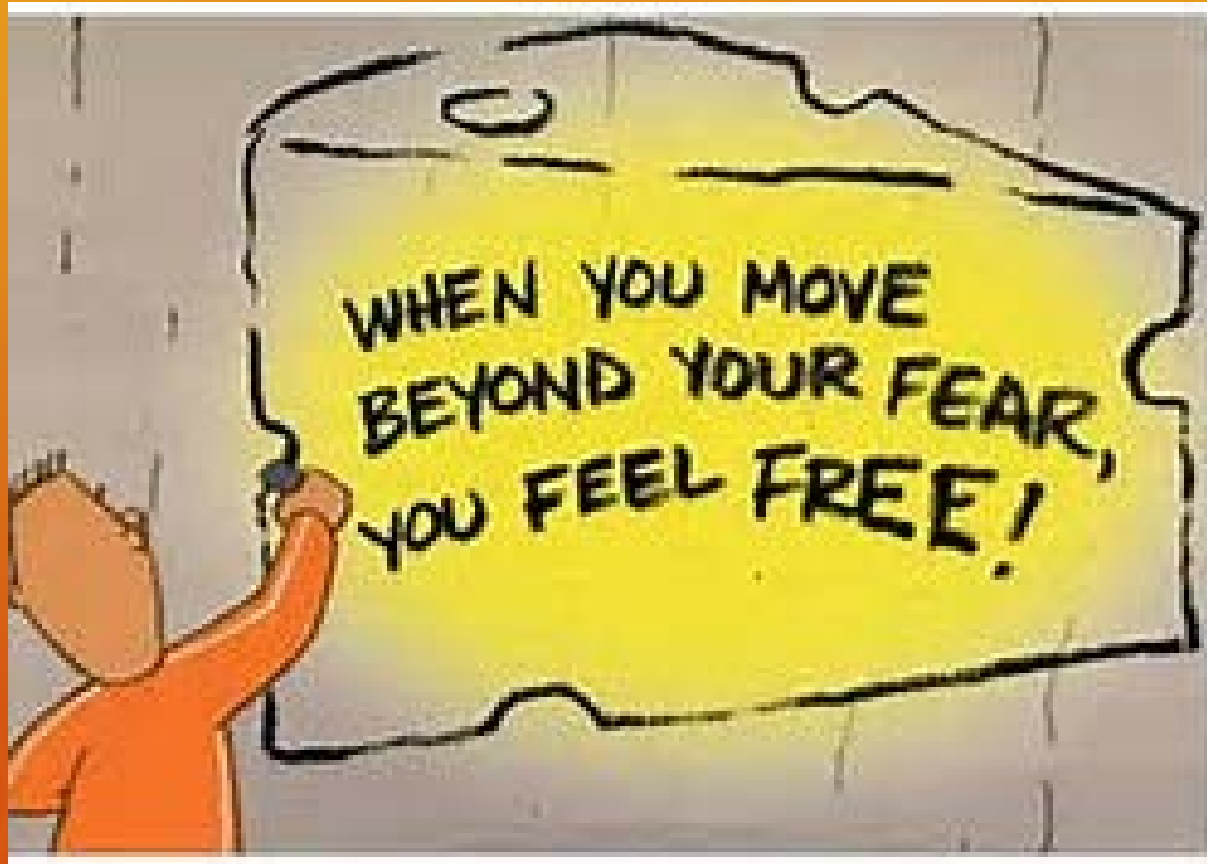
Monthly Strategic

- Monthly
- Sitting okay
- All 3 Weekly Tactical Teams
- I provide agenda
- No more than 2 hours
- No more than 2 topics
- No cancellations



Quarterly Retreat

- 1-2 days
- All 3 Weekly Tactical Teams
- I provide agenda
- Off-site
- No cancellations



FREEDOM HALL

09.08.2015

Are YOU Ready for Change?



Questions? Comments?

Thank you!!

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