Key Meeting Principles
Chief Medical Residents
October 13, 2011

Agenda
Objective: Share key effective meeting strategies you can use through dialogue, sharing and experience
- Reflections on your meeting experiences
- Sharing good meeting practices
- Observations in medicine
- Dialogue
- Practice

What are your meeting pet peeves?
1)
2)
3)
4)
Qualities of effective meetings

1) 

2) 

3) 

4) 

Good Meeting Practices

- Purpose
- Desired outcome
- Plan
- Process
- Roles
- Decision making

Good Meeting Practices 2

- When to meet and when not to meet
- Distinguish Content vs. Process
- Open/Narrow/Close
- Next Steps
- Meeting Evaluation (plus/delta)
Preventions and Interventions

Preventions:
- Ground rules
- Agenda with desired outcomes
- Roles
- Decision making
- Summarize

Preventions and Interventions

Interventions:
- Regain focus
- Ask/say what is going on
- Body language
- Parking lot
- Humor

Observations in medicine
Desired Outcome: Reflect on your 1st 4 months as chiefs and identify what is working and what else you need to do

1) Review agenda and assign roles Mark 5 minutes
2) Read goals from 1st meeting All 5 minutes
3) Capture what is working All 15 minutes
4) Capture what to improve All 15 minutes
5) Clarify next steps All 5 minutes
6) Reflect on the meeting All 5 minutes
June 8, 2011

Present: Ermelia Benjamin, Mark Braun, Peter Cahn, Jayanth Doss, Rebecca Grochow, Manju Pai, Jaymin Patel

Appreciative Inquiry exercise:

What do you want to accomplish in a year as an individual and as a group?

Education

- Develop an educational model and longitudinal curriculum
- Choose speakers to support curriculum
- Give structure to clinical competency group
- Evaluate residents based on articulated metrics, evaluation
- Expand medical knowledge and leadership skills
- Create an online repository of EBM articles

Morale

- Have appropriate resources professionally, emotionally
- Feel appreciated
- Attend morning report willingly
- Maintain perspective
- Kept patient care and advocacy as top priorities

Team work

- Work well together
- Build relationships with one another
- Advance a common scholarly project on quality improvement
- Maximize collective intelligence

Fun

- Stay healthy and motivate
- Balance work and personal life
- Laugh while learning
- Recognize accomplishments through weekly e-mail

Next steps

- Schedule one-hour meetings twice a month
- Develop a curriculum of topics to support goals
- Keep these milestones in mind as the year progresses