

MEETING SIMULATION

that can be taken to improve the leadership development program. To accomplish this task, the team conducted a written needs assessment. The survey revealed that the following factors were important for improving the program:

Your team must decide which factors from the list will become the top three priorities to tackle this year.

MEETING SIMULATION OBSERVATION GUIDE

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Observation Questions

What problem behaviors did you observe?

What effective meeting skills did you observe?

What strategies or techniques did the facilitator use to manage the meeting?

What suggestions do you have for improving this meeting?

COMPLAINER— You are unhappy about everything. Find things to complain about the leadership program, about this team, about the environment, about the food, etc.

If the facilitator handles you in a way that is appropriate and would cause you to change your behavior, you can adjust accordingly.

always stay on the topic of the meeting. Tell a story, go into a lengthy explanation of some point, or just start talking about a vacation you are looking forward to.

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September-May and add more topics.” You don’t care about all the other “soft” issues. You and “your people” want more content. You feel it is very important to make this point and you make it over and over like a broken record.

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I like to be supportive. You are willing to go along with any approach or idea that is raised. Do not bring up ideas of your own, just agree with others.

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You don't feel like you have anything to contribute and you really just want it to end as soon as possible. Do not participate in the discussion, be silent.

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work and/or interesting material in your book or in a newspaper (if one is available). Read unrelated materials or do other work during the meeting.

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HELPFUL—You feel that this team is very important and you want it to be successful. Help the facilitator keep the meeting on track in whatever ways you can.

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SIDE CONVERSATION—Hold a side conversation with someone next to you. Talk about any subject, related or unrelated to the team.

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the team was supposed to come up with ONE major change to make this year to improve the program. You feel that if the team tries to do more than one thing, program planners will not follow through and nothing will improve.

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