

Transcript for The Career Accelerator podcast, Episode #10: How To Run More Effective Meetings-Part 1

Welcome to THE CAREER ACCELERATOR, the podcast where corporate managers will find tips and tools to deliver results through others.

Hello. Today's episode is the first of two installments where I provide tips to run more effective meetings. I'm your host, coach Percy Cannon.

In our last episode you heard four tips about how "People will assist, do things for, make things easier for, speed up the process for, and collaborate with those whom they know, like, and trust."

To reap these benefits, I invited you to make it a priority to know and like your coworkers and vice versa. I also suggested building trust by always honoring your word, being on time, avoiding gossip and showing and building vulnerability-based trust with the people you interact with the most at work: your direct reports, your peers from other areas, and your boss.

In today's episode you will learn three tips for running more effective meetings, which will help you deliver better results. By using these tips, your meeting participants will become more engaged in finding solutions to the business challenges you are addressing.

I recently had a talk with a former client, a corporate executive from a large multinational company. She is a woman with whom I feel very privileged to have worked. We hadn't met for a while, so I inquired her about her recent executive roles. During the conversation, she told me that a previous boss, who knew that she frequently led meetings with people from different functions, had given her the following feedback:

First, he made her aware that she frequently opened her meetings by posing the decision that needed to be made. He thought that was a good thing. However, he also said that she often volunteered an approach to be considered as a solution to the issue about to be addressed in the meeting. This, he said, was not necessarily a good practice. Why? Most participants did not want to contradict her approach, so they abstained from offering new ideas. They were simply not comfortable saying something in opposition to the senior executive in the room.

Based on this feedback, which she found extremely insightful, she made three adjustments to her management style:

1. First, she has stopped opening her meetings by sharing her initial thinking on how to address the issue to be discussed. Instead, after framing the issue and clarifying the goals of the meeting, she now steps back and lets the discussion flow. She now trusts that the team will arrive at a good solution, and she will intervene only if absolutely needed.
2. Second, as a result of the previous adjustment, she can now step into the other person's shoes. How? She now talks less and listens much more effectively to the interests of the meeting participants. She's now able to better understand what's in it for them.

3. And third, also related to her first adjustment, she now lets-go of having to be right. As she no longer has to support and defend her proposed solution, team members feel like they can safely share their suggestions without being concerned about contradicting her as the senior person in the room.

The resulting decisions are now of better quality, they are not always the ones she had thought about before the meeting, and the level of commitment and motivation is higher. She now considers herself a much better influencer and manager.

The adjustments she made are in line with several of the concepts from my friend and mentor Bob Burg, co-author of “The Go-Giver Influencer.” In his book he suggests that “Your influence is determined by how abundantly you place other people’s interests first.”

To help your meeting participants find higher-quality solutions to the business challenges you are addressing, try these three tips:

1. Can you make the purpose of the meeting clearer? What specifically do you want to achieve?
2. Are you stepping into the other person's shoes? Do you see an opportunity to view the situation from the other person's perspective?
3. Can you let go of having to be right all the time? Can you trust the greater outcome and allow others to come up with the answers?

Following one or more of these tips will enable you, as managers, to achieve business results through your direct reports, your peers and even your boss.

If you want to move people to take a specific action, you must make a choice: You can choose to influence the old fashion way, by pushing from your position of leadership. This approach may drive short-term compliance, but it is not effective long-term. Or, you can lead by pulling or by attraction. This can drive much higher commitment from others, because it forces you to focus on finding out what's in it for them.

I hope you choose the latter.

If you like what you heard today, and depending on the platform you are using, let me ask you to please rate, subscribe or follow this podcast and share it with your coworkers and friends.

Also, you can visit my website at www.cannon.consulting or, if available in this platform, use any of the links provided in the Details section to download the transcript of today’s episode, access the resources mentioned today, ask questions, suggest topics of interest, request a free consultation call with me, and connect on LinkedIn.

In the next episode, I will share more tips on how you can run more effective meetings.

This is coach Percy Cannon, working to **help you make the rest of your life...the best of your life®**.

Thank you for listening to THE CAREER ACCELERATOR, the podcast where corporate managers will find tips and tools to deliver results through others. Stay tuned for our next episode!

Percy's BIO

Percy provides corporate managers and leadership teams with customized coaching programs that help them develop the skills and capabilities needed to significantly increase their business results through others and accelerate their career growth.

Percy is an "alumnus" from three multinational corporations, Procter & Gamble, IBM & Microsoft, with whom he spent close to three decades.

Since 2011 he has been helping corporate executives, managers and employees **make the rest of their life...the best of their life®**.

Percy has worked in the United States and across several countries in Latin America as an Executive Coach, Leadership Team Consultant and Keynote Speaker, serving companies such as Microsoft, Procter & Gamble, Citibank, Tiffany & Avianca.

Percy is a Certified Professional Coach from Wainwright Global, Authorized Partner for "The Five Behaviors of a Cohesive Team" and "Everything DiSC" and certified as a "Go-Giver" speaker & coach.

He published his first book in 2012-13 in English (*The Business Apostolate: Insights to Define and Achieve Your Mission in Life*) and in Spanish (*El Negocio Más Grande de su Vida*).

Percy is a Consulting Partner with Grupo Azimuth and the Chapter Director for the COO Forum in Southeast Florida.

He has lived in 9 different cities and 5 countries, and speaks English, Spanish and Portuguese fluently.

Percy is married, has 3 children and 6 grandchildren, and is a passionate runner & reader.

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