

ACTIVITY 4
WHAT IS YOUR MEETING IQ?

Your correct responses to the statements and questions that follow constitute a summary of this module on running a meeting. Select the one best answer; five points for each correct answer:

Excellent = 90-100

Good = 80-89

Fair = 70-79

Poor = 69 or below

1. Whether or not you or I like meetings or hate them,
 - a. We are destined to spend some of our time attending them.
 - b. Determines whether or not we should have meetings.
 - c. Indicates whether or not they are necessary.
 - d. Is the key to a successful meeting.

2. When you disseminate information verbally, is it best to discuss it while meeting with one person at a time or with a group all at the same time?
 - a. One at a time.
 - b. With a group at the same time.
 - c. It depends on the situation.
 - d. None of the above.

3. What are the major advantages of having a group meeting?
 - a. Get discussion; observe multiple reactions.
 - b. Explain details; time efficient.
 - c. Both a and b.
 - d. Everyone enjoys group meetings.

4. What is meant by the "self-preservation syndrome" of attending meetings?
 - a. You attend my meetings for your own protection.
 - b. I will attend yours to find out what you are up to.
 - c. You may complain and I may object, but we will go.
 - d. All of the above.

5. The skills involved in running a successful meeting rather than ruining one are:
 - a. Learned.
 - b. Likely to improve with knowledge and practice.
 - c. Basically something you are born with or without.
 - d. Both a and b.

6. The **primary** benefit in running a meeting well, rather than avoiding a meeting or having it run you, is that you influence the actions of others and

- a. Time is not wasted.
- b. Everyone always has their say.
- c. The best ideas always get adopted.
- d. You don't have conflicts.

7. Which type of meeting is most common?

- a. Decisional.
- b. Critique.
- c. Formal.
- d. Informational.

8. If the leader misleads group members into thinking he/she wants recommendations (decisional meeting) but has already made the decision, most likely:

- a. Morale will be improved as a result of participation.
- b. This will cause conflict and/or confusion.
- c. The end will justify the means.
- d. The leader can probably mislead others to think they contributed to the decision.

9. As a leader of a meeting you have two basic leadership roles to perform:

- a. Task accomplishment.
- b. Referee and umpire.
- c. Keep members working well together.
- d. Both a and c.

10. The seven requirements apply to large and small meetings.

- a. True.
- b. False.

11. Interpersonal problems are likely to impact more on large meetings than on small meetings.

- a. True.
- b. False.

12. A typical "stand-up meeting" lasts less than 10 minutes.

- a. True.
- b. False.

13. Anticipating the likely responses of each participant usually enhances the leader's effectiveness during the meeting.

- a. True.
- b. False.

14. In terms of "positioning power," meetings are most successful when members see each other face-to-face.

- a. True.
- b. False.

15. Which of the following statements is false?

- a. When in charge, take charge.

- b. Speak with key players in advance.
- c. Prepare an agenda.
- d. Never start before key players have arrived.

16. Routine but important planning details can be handled best:

- a. On a case-by-case basis.
- b. From memory.
- c. With a checklist.
- d. By someone else.

17. To determine the purpose of a meeting, you should ask which of the following questions:

- a. What are you trying to accomplish (purpose)?
- b. To what extent will the group control final outcomes?
- c. What are the arrangements for an appropriate time and place?
- d. Both a and b.

18. Advantages of recording in writing the business conducted during a meeting include the following:

- a. It forces clarification of the issues.
- b. It fixes specific responsibilities.
- c. It ensures all important items are remembered.
- d. All of the above.

19. What is meant by hidden agendas?

- a. Personal issues that are not openly expressed.
- b. Competition between group members that is "hidden."
- c. Being for or against something for a reason never stated.
- d. All of the above.

20. The essential points to be recorded as a summary of a meeting typically include:

- a. Agenda item # and description of action taken.
- b. Details of the discussion(s).
- c. The vote count for issues decided by vote.
- d. All of the above.

Now take a look at the answers and see how you did!

1. a

2. c
3. c
4. d
5. d
6. a
7. d
8. b
9. d
10. a
11. b
12. a
13. a
14. a
15. d
16. c
17. d
18. d
19. d
20. a