Making Technical Working Groups Work

10 Strategies for Success
Today’s Presenters

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1. LEADERSHIP MATTERS

- A strong chair is critical
- Know when to utilize a third party facilitator
- Consider leadership training for group chairs
2. PARTICIPANT TRAINING

- New members can create strain on a group
- Have a formal orientation
- On demand videos can work well
3. RULES OF PROCEDURE

- What are the voting requirements for different decisions
- Right size your RoP
4. AGENDA SETTING

Agendas should:
- Be clear
- Contain objectives
- Be distributed well in advance
5. **USE ENHANCED IN-MEETING TOOLS**

Invest in a strong tool set from a provider with a broad user base.
6. ACTIONS AND ACCOUNTABILITY

• Track action items
• Follow up between meetings
7. TRACK DECISIONS MADE

• Déjà vu is not a good feeling for TWG

• Keep a Decision Log
  ‒ Topic
  ‒ Decision made
  ‒ Date
• Have a uniform system for document storage, ballot tracking, and discussions
• “It’s in my email” is not a system
9. KNOW THE POWER OF FACE-TO-FACE MEETINGS

- Conference calls can only go so far
- Use F2F meetings for higher level discussions
10. STAY IN STEP

Make sure there is a strong liaison between the Board and TWG
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