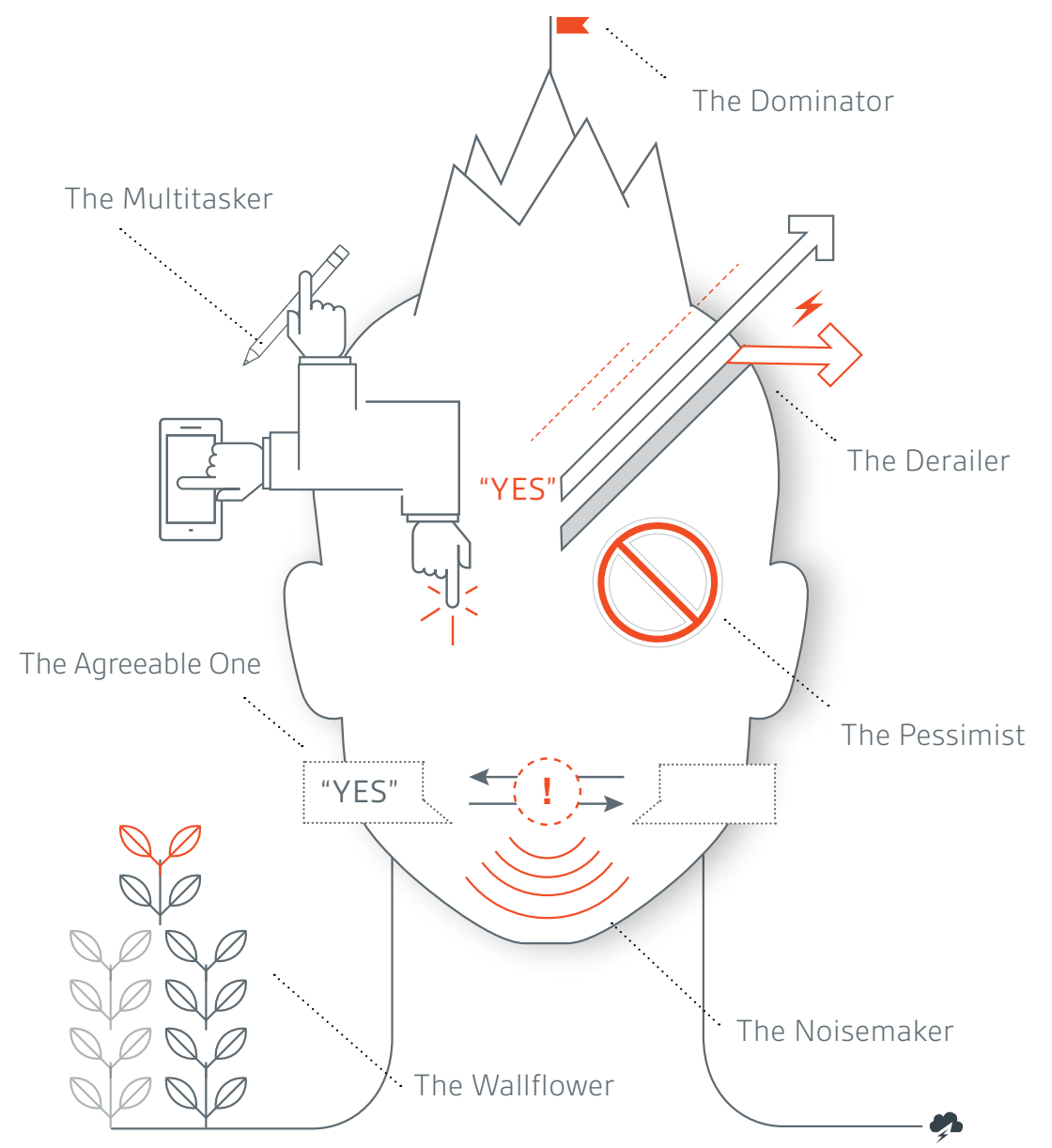
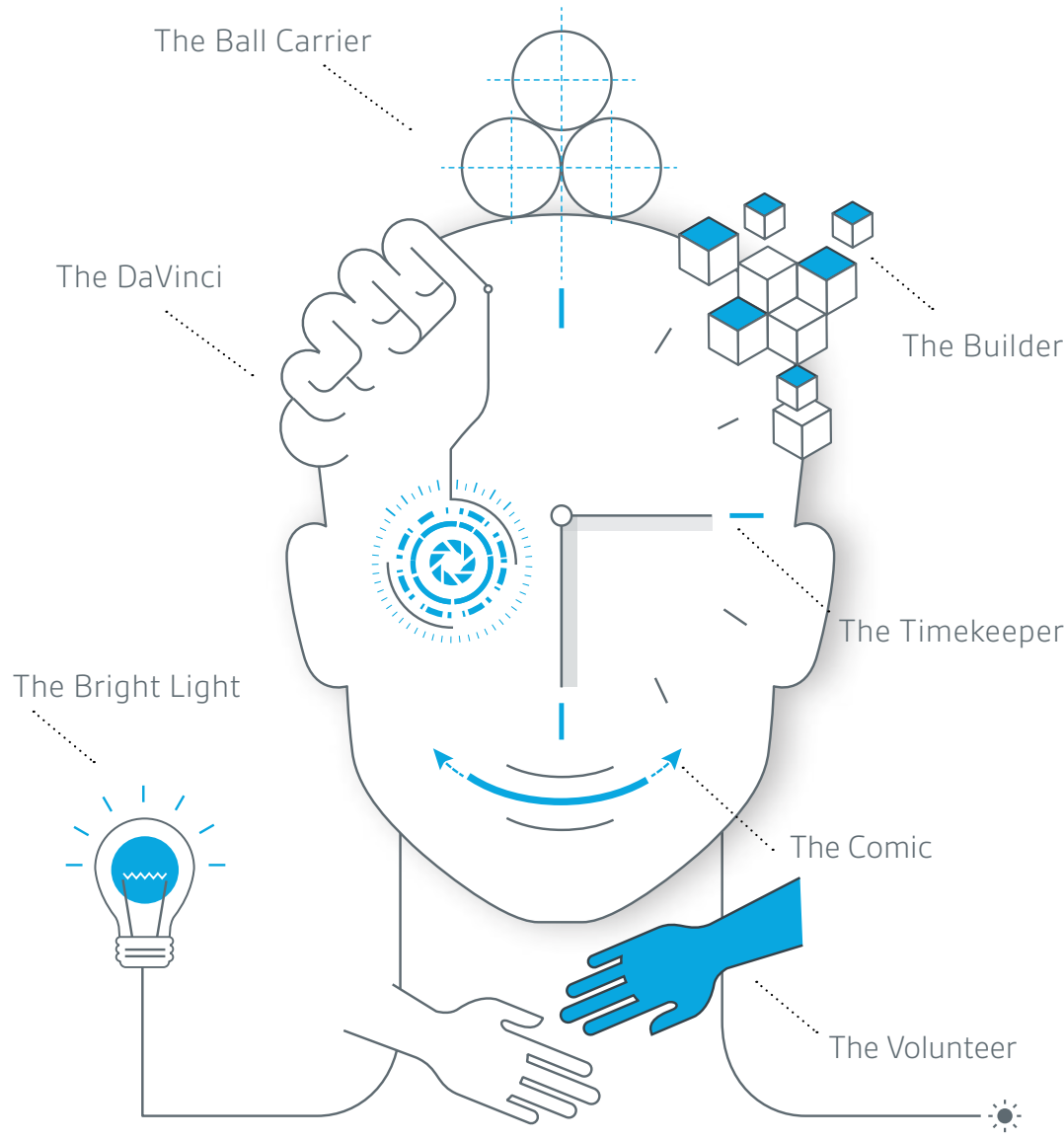


The Better Meetings Blueprint

The **seven best** meeting participants... and the **seven worst**

Everyone brings certain strengths to a meeting—after all, that’s why you invite them in the first place. Unfortunately, some also bring certain weaknesses. Either way, a person’s behavior can influence the agenda, and the outcome, of the proceedings. Here is a brief rundown of the most common kinds of meeting participants—the good and the not-so-good—with some helpful advice on how to best handle the not-so-good.



**The seven best** MEETING PARTICIPANTS

**The seven worst** MEETING PARTICIPANTS



**The Builder**

"That's a great idea. Now what if we were to take it and..."

Builders love to examine, think, and share. People enjoy working with them because "but" is not part of their vocabulary. They much prefer "and."



**The Bright Light**

"I have an interesting idea I'd like to share with the group."

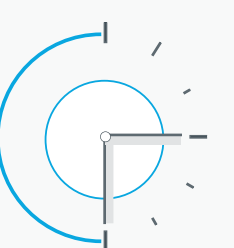
Bright Lights *always* have interesting ideas. They do the necessary prep work (and then some) and always come to the table with practical contributions. And they inspire others to contribute, too.



**The Comic**

"Hey, did you hear the one about...?"

Comics add humor to the proceedings at just the right moments, without ever dominating the conversation. They always help energize the meeting, often when it's most needed.



**The Timekeeper**

"I know we only have a limited time, and there's a lot to discuss..."

Timekeepers remind everyone that the time allotted is limited, and that it's important to keep to the agenda. And they do it in a way that's agreeable to everyone.



**The Volunteer**

"I'll take this action item."

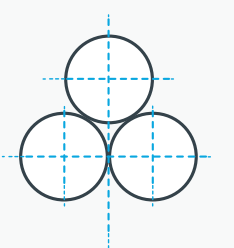
This is the person who is always willing to step up and take action or speak up when no one else will.



**The DaVinci**

"Let me see if I can show this on the whiteboard."

A DaVinci has an ingenious way of visualizing what has been said in a way that everyone can understand. Their whiteboard sketches can be invaluable to focusing the discussion and moving it forward. (In virtual meetings, of course, they need video support.)

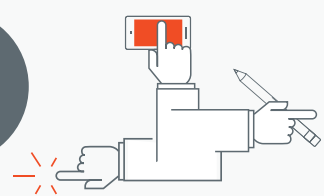


**The Ball Carrier**

"Here's where we take it..."

Ball Carriers know how to take the ball and run with it. Great team players, they keep a keen eye on what's happening throughout the meeting, know exactly when to contribute, and keep the conversation moving toward the goal.

1



**The Multitasker**

"I'm pretending to listen while I finish these 22 emails."

Multitaskers may think they are getting lots of things done, but it's usually at the expense of contributing to the meeting itself. Often, they call in to meetings even if they're in the office to keep working at their desks.

**How to handle them:** Ask them jokingly, "Are you multitasking?" Then remind them the group could really use their input.

2



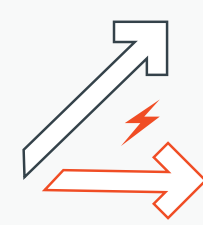
**The Dominator**

"My view is clearly the most important, so stand back while I show you how it's done."

Dominators feel they are best equipped to meet the goals of the meeting. They're often wordy, will speak over others, and use exaggerated language to make their point.

**How to handle them:** Let them speak, but keep the focus broader by asking the team for other views.

3



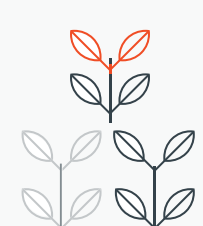
**The Derailer**

"I'm going to talk about something completely unrelated that's relevant only to me."

Derailers can steer a meeting off course in a matter of seconds. They may think they're on the right track, but in fact, they're bringing people to a place they don't really need to go.

**How to handle them:** Thank them for their input, but suggest they stick to the actual agenda.

4



**The Wallflower**

"I'm just going to sit here quietly, and try to blend into the background..."

Wallflowers prefer to sit back and listen or comment by IM instead of speaking—and may wait to share their thinking after the meeting is over.

**How to handle them:** Assign a specific topic to them in advance, so that they can prepare to speak during the meeting.

5



**The Pessimist**

"No, no, no. That won't work, and here's why."

Pessimists like nothing better than to explain why something cannot be done. They may have the best of intentions, but they can quickly sap the positive energy from a room.

**How to handle them:** Validate their concerns, then ask them what they feel a better approach to solving the problem would be.

6



**The Agreeable One**

"I'm saying it's a good idea, even though I'm really not sure it is—I don't want to be difficult."

Agreeable Ones never like to challenge their colleagues for fear of offending them. The problem is, you never really know what they think—though sometimes they use backchannels to offer their real opinions.

**How to handle them:** Tell them there are no right and wrong answers, and that everyone is entitled to their opinion. Then, ask them to give theirs.

7



**The Noisemaker**

"I'm going to carry on doing things in the background...loudly."

Cousin of the Multitasker, the Noisemaker avoids the "mute" button while performing activities loud enough to be picked up and disrupt the call.

**How to handle them:** Remind people to mute their line; if they don't, feel free to drop them from the call.

It's time to build a better meeting

At Plantronics, our goal is to build audio solutions that break down the barriers of communication in the workplace. Our [Better Meetings Blueprint](#) furthers that goal, giving you practical guidance on how to organize and participate in meetings that have purpose, direction, and action.

Find out more

Download the complete Better Meetings Blueprint ebook **NOW.**

