

THE KEYS to RUNNING an EFFECTIVE MEETING

HAVE A PURPOSE

Carefully assess your needs. If you are unable to articulate a clear-cut purpose, reevaluate to see if an email, phone call, or impromptu chat would suffice.

BE SELECTIVE

Invite only those who will benefit from or can add value to the matter at hand. Ensure that all attendees have a clear understanding of why they have been asked to attend.

SET GOALS

Establish clearly defined goals and create a detailed agenda for your meeting. Identify any decisions that need to be made during your scheduled meeting time.

CONSIDER THE SPACE

Reserve a space that is appropriate for the size of your group and the type of meeting you plan to hold. Arrange for any necessary equipment or supplies in advance.

USE THE RIGHT TOOLS

Encourage participation from all attendees by using the appropriate facilitation tools. Be sure to explain how the tools work and what you hope to capture with their use.

STICK TO A SCHEDULE

Schedule adequate time to cover your entire agenda, including any necessary breaks. Begin and end on time to allow your attendees to honor their other commitments.

STAY ON TOPIC

Adhere to your agenda by redirecting the conversation if necessary. Record any potentially valuable off-topic items for consideration at a later time.

CAPTURE RESULTS

Make a plan to capture the ideas, themes, and information shared at your meeting. Assign a note taker or ask participants to keep their own record of events.

FOLLOW UP

Circulate notes and action items, send invitations for any necessary follow up sessions, and communicate meeting results to contributing participants.