Running Effective Meetings

Tips for Meeting Management

- Meetings should be scheduled regularly (same day, time, and place)
- Identify desired outcomes of the meeting
- Develop and distribute an agenda
- Start promptly and end on time
- Identify potentially lengthy agenda items & set time limits for discussions
- Start with and stick to the agenda—do not let people drift off on tangents
- Listen to everyone
- Don’t put anyone on the defensive; Assume that everyone’s ideas have value
- Ensure everyone participates in the meeting
- Ask open ended questions to gain as much input as possible
- Before decision making occurs, summarize the situation, proposed decision, and rationale
- Realize that your interest and alertness are contagious
- Keep notes on flip charts or a board that everyone can see
- Follow up by distributing meeting minutes
- Be enthusiastic and HAVE FUN!!!

10 Common Meeting Frustrations

1) Getting Off Topic
2) No Agenda
3) Disorganization
4) Lack of Control
5) Wasted Time
6) Ineffective Decision Making
7) Starting Late
8) Interruptions
9) Redundant Discussions
10) Individuals Dominating Discussion

Members typically return to future meetings when...

1) They have something to do.
2) They feel like they are important.
3) They feel valued.