

# 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.