

# Tips for Leading Effective Meetings

- ❑ Planning for the meeting
  - Be very clear on the purpose and objectives of the meeting
  - Make sure you need a meeting
  - Distribute materials requiring pre-work or review prior to the meeting
  - Provide agendas with timelines
  - Know your audience and tailor the material appropriately
  - Anticipate questions
- ❑ Leading the Meeting
  - Arrive on time and prepared
  - Adjust volume on headset device to ensure proper speaking volume
  - Agree on ground rules
  - Assign key meeting roles
  - Facilitate to ensure you or others are not “talking over” others
  - Be aware of common meeting problems
    - Finishing on time
    - Dominant participants
    - Silent participants
    - Rehashing decisions
    - Deal with small fires but not larger issues
    - Can’t make decisions
    - Lack of follow through on tasks
    - Key persons don’t attend
  - Assign action items
  - End the Meeting with a summary of decisions and assignments
- ❑ Following through after the meeting
  - Distribute minutes.
  - Follow up on assigned action items to confirm completion