

Action Plan for Running an Effective Meeting

Meeting purpose - what do you want to achieve?

Can this be handled by email?

What type of meeting are you having?

What is a good outcome?

Do you want a decision?

Do you want to generate ideas?

Are you getting status reports?

Are you communicating something?

Are you making plans?

Who needs to be at the meeting and how long should it last?

Preparing and sharing the agenda

Share the agenda and supporting documents in advance with enough time for people to actually read them. Allow for input.

Who can help you stay on time? Who can take notes?

How will you make your meeting engaging - encourage feedback and questions - assign parts of the meeting to others to help promote engagement? Be sure to laugh - who can help with this?

Play to your strengths - know yourself and know where you might need support - ask for it!