

Running Effective Meetings Quick Reference

Planning

Type of Meeting

Briefing
Negotiation
Parliamentary
Networking

Problem Solving

- 5 – 7 knowledgeable people
- Best for defining problem & potential solutions
- Keys to success:
 - Separate problem identification from problem solving
 - Separate problem listing from discussion/prioritization
 - Facilitator needs to be able to be objective and not have a stake in the outcome

Meeting Agenda

List topics that will be discussed
Assign a time line to each topic
Don't leave the most difficult issue for last

Start

Assign or get volunteers for roles of time keeper, Person to write minutes
Seek approval of the agenda

Middle

Meeting Process

Subject matter controls the process – Briefing style may start the meeting to inform the group of the issue, share data and other information, then the leader may be serving as facilitator and use nominal group technique for brainstorming and discussion, but may need a formal parliamentarian to finalize the prioritizing stage

Duties of the Leader

Keep the group on track, moving and appropriately focused
Be the process, not necessarily the content expert
Must be flexible and able to change roles from organizer, facilitator, bystander, observer, interviewer, parliamentarian, dictator – very rarely, but when in the best interest of the group.

End

Get feedback from the group as to how they think the meeting went
What went well & what can be improved

Review action items and who is responsible prior to the next meeting and the date, time & location of the next meeting.

Tidying up

Send out meeting minutes and begin process for scheduling and setting the agenda for the next meeting