

## A Beginner's Guide on How to Run a Meeting

Meetings are powerful tools when conducted correctly. Before scheduling a meeting, review the acronym SET-ASIDE-QD to ensure success.		
S	Size	<ul> <li>Ensure that the size of the meeting matches the purpose.</li> <li>Recognize that you may not be able to solve a problem or make a decision efficiently if there are more than eight attendees.</li> </ul>
E	Evaluation	Seek feedback from meeting participants to ensure the needs of the group are met and to inform future meetings.
Т	Time	<ul> <li>Assign a default meeting time of 30 minutes, as most meetings can be accomplished within this time period.</li> <li>Extend the time interval to one hour for significant decision-making, brainstorming, or strategizing meetings.</li> </ul>
A	Agenda	<ul> <li>Distribute an agenda at least two business days prior to each meeting to allow ample time for participants to review.</li> <li>Ask participants to contribute to the agenda items in advance through a working document.</li> <li>State the purpose of each agenda item and time allotment.</li> <li>Outline the goal(s) of each agenda item such as idea-generating or action-oriented.</li> </ul>
S	Scope	Define the charge of the group and individual participant roles.
ı	Introductions	Ask each participant to introduce themselves with their titles and scope of practice.
D	Decision	Determine a decision-making process (e.g., majority vote, chairperson decision) for the meeting and each agenda item.
E	Expectations	<ul> <li>Define the groups' expectations at the first meeting and reiterate at each meeting.</li> <li>Set the tone and ground rules (e.g., laptops, engagement expectations).</li> <li>Recognize that the person that called the meeting does not need to be responsible for all of the follow-up items.</li> <li>Encourage all participants to share ideas by creating an inclusive and supportive environment.</li> </ul>
Q	Quality	<ul> <li>Evaluate the necessity, length, and frequency of the meeting, including separate optional versus attendee lists.</li> <li>Utilize more appropriate forms of communication to provide updates instead of holding meetings.</li> </ul>
D	Deadlines	<ul> <li>Designate an individual to record meeting minutes including assigned tasks and associated deadlines.</li> <li>Review the assigned tasks and associated deadlines to ensure agreement.</li> <li>Distribute minutes to the group within an appropriate time frame.</li> </ul>

## References

- 1. Jay A. "How To Run a Meeting." HBR. March 1973. Boston: Harvard Business School Publishing. <a href="https://hbr.org/1976/03/how-to-run-a-meeting.">https://hbr.org/1976/03/how-to-run-a-meeting.</a> Accessed September 2019
- 2. Hartman N. "Seven Steps to Running the Most Effective Meeting Possible." Forbes Leadership Forum. February 2014. https://www.forbes.com/sites/forbesleadershipforum/2014/02/05/seven-steps-to-running-the-most-effective-meeting-possible/#5561ed07a613. Accessed September 2019.

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