

How to Lead Effective Meetings

5 Keys to Leading Effective Meetings

1. Planning
2. Starting
3. Focusing
4. Facilitating
5. Concluding



Planning Process

1. Define the task
2. Define the desired outcome
3. Complete the agenda
4. Establish sequence of meeting activities
5. Determine who should attend, roles, and ground rules
6. Decide meeting time
7. Determine meeting logistics
8. Notify participants
9. Set up the meeting room

Who should attend?

1. Essential

- Has relevant information or expertise
- Involved in decision making process
- Responsible for implementing the decision
- Affected by a decision

2. Optional

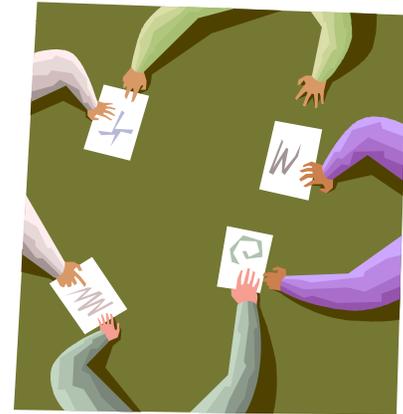
- Affected indirectly by meeting outcome
- Have higher functional responsibility

How to start the meeting?

- Review the agenda
- Icebreaker activity (if needed)
- Assign Roles
- Establish ground rules

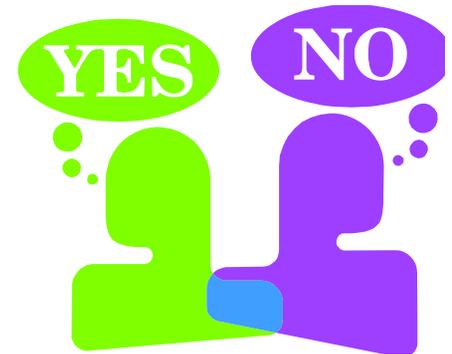
How to Encourage Participation

- Seek input from lower level participants first
- Ask open-ended questions
- Use active listening skills
- Be attentive to input
- Ask for concrete examples
- Be supportive of new ideas
- Distinguish assumption from facts



How to Manage Differences

- Focus attention on conflicting ideas
- Define common ground
- Isolate points of disagreement
- Brainstorm alternatives
- Schedule separate meeting if needed
- Stay calm and refer to ground rules



How to conclude the meeting?

- Summarize accomplishments
- Compare accomplishments to desired outcome
- Identify unfinished business
- Finalize action plan
- Ask for feedback