

TIPS FOR CONDUCTING AN EFFECTIVE MEETING

- Why do we need to conduct meetings?
 - to maximum participation and communication
 - to maintain cohesiveness
 - to pull resources together for decision-making

BEFORE THE MEETING

- **When to Hold a Meeting (And When Not to!)**
- Don't call a Meeting When You Should Act Alone or Consult with Others
- Be Aware of How Meetings Can Produce Poor Quality Decisions
- Count the Cost
- Try a Stand Up Meeting
- **Preparation**
- Invite the Right People
- Use a Written Agenda to Set Expectations
- Assign Advance Preparation

BEFORE THE MEETING

- To let your members to feel more involved, up to date, as well as prepared, develop an efficient agenda with background materials, agenda should include:

Date

Time

Venue

- Apologize for absence
 - Matters arising from the last minutes
 - Reporting
 - List of Discussing Items
 - Any Other Business
 - Date and time of the next meeting
- Select an appropriate time and place
- set a time limit and stick to it
- choose a location which is appropriate for your group size
- check the seating arrangement to facilitate eye contact and maximum participation

DURING THE MEETING

- Start on time and finish in a timely manner
- Greet members and make them feel welcome
- Stick to the agenda
- Encourage discussion and feedback
- Display interest and respect, reward input
- Eliminate unconstructive comments, monitor individual dominance
- Summarize agreements, demand action, and delegate tasks clearly
- Set the date, time, and place for the next meeting

AFTER THE MEETING

- Evaluate the meeting with members to look for improvement
- Write up and distribute minutes within reasonable time
- Follow up on implementation of decisions to be taken by respective members
- Place unfinished business on the agenda for the next meeting