

## How to Run Effective Meetings

In your Preparation, decide up front what meeting purpose is and communicate that

Purpose	Description
Affiliating	Experience for unit or team
Analyzing/Evaluating	Determine cause of situation, Assess objectives and results
Celebrating	Recognizing and honoring achievements
Conciliating	Bringing conflicting parties together to acknowledge legitimacy of other person's view
Decision Making	Reaching conclusion on action to take
Enrolling	Request participation or partnership in achieving objectives
Informing	Provide/Receive data or clarify information
Mediating	Facilitate resolution of conflict
Planning	Set goals and establish schedule
Problem Solving	Work in team to resolve issues or take advantage of opportunity
Socializing	Create opportunity for people to relax with each other
Team Building	Creates feelings of trust and establishing common norms among members
Tracking	Monitoring progress

### Agenda Worksheet

Name \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

Leader \_\_\_\_\_

Purpose \_\_\_\_\_

Desired outcome: By end of this meeting, we will have: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### *Desired outcome*

Desired outcome is a statement of expected result of meeting. It answers the question: "What will we walk out with?"

Desired outcomes are brief, written statements, specific and measurable, written from perspective of participant, nouns, not verbs....ie: a Plan, a Decision, a Report, or Knowledge, like Awareness of...so that... or Understanding of x situation so that.....

## Agenda Worksheet:

<b>What (content)</b>	<b>How (process)</b>	<b>Who</b>	<b>Time (minutes)</b>
Start up: Welcome/Purpose Roles Outcomes Ground Rules Decision Making	Review Clarify Agree	John	9-9:05
Report Problems	List, Clarify Categorize Agree on Problems	John/Everyone	9:05-9:30
Solutions	List and Clarify	John/Everyone	9:30-9:50
Next Steps	List and Clarify	John	9:50-10:10
Meeting Review	+/-delta	John/Everyone	10:10-10:10:15