

8 WAYS TO PLAN FOR A SUCCESSFUL MEETING

Following these steps will help you better prepare for an effective meeting:

1. Consider who should facilitate the meeting. It can be better for senior leaders to participate freely rather than having to focus on the mechanics of facilitating.
2. Consider not having a meeting: Are you meeting for the sake of meeting? Could something be better communicated via email? Test the importance of a meeting by asking, “What happens without it?” If your answer is, “Nothing,” then don’t call the meeting.
3. Consider who should be at the meeting: Invite only those people who are absolutely necessary to achieve the objective of the meeting.
4. Is this the right time for the meeting? Are all the people available whom you need at the meeting? Do you have the needed information?
5. The purpose of the meeting: The person leading the meeting should be able to clearly state the purpose of the meeting (e.g., decision making, problem-solving, planning, evaluation) and its desired outcomes.
6. An agenda: This should be prepared and distributed before each meeting, including the time allocated to each section of the agenda. Considerations around time constraints should be addressed beforehand. Do all the items relate to the purpose of the meeting? Arrange items on the agenda in order of importance.
7. Identify pre-work expectations: The first part of a meeting should not be spent reading a document together. Let people know what “homework” should be done prior to the meeting time.
8. Consider room arrangement: This will often be determined by the size of the group and the physical space you have.