

# Effective Meeting Management Techniques

## meet•ing

/ˈmē-tiNG/

noun: **meeting**; plural noun: **meetings**

1. as assembly of people, esp. the members of a society or committee, for discussion or entertainment.

*“the early-dismissal policy will be discussed at our next meeting”*

Synonyms: gathering, assembly, conference, congregation, convention, summit, forum, convocation, conclave, council, rally, caucus; More

## 7 Tips for Hosting a Productive Meeting



1. Provide an Agenda
2. Establish Ground Rules
3. Stay Focused (Parking Lot)
4. Assign Meeting Roles
5. Be Action Driven
6. Be Open to Feedback
7. Plan Your Next Meeting

## Ideas for Improvement

30  
Minutes



Meetings that are less than an hour help create a sense of urgency. Be sure to start and end on time.

Take  
Minutes



Record minutes. Most repeat questions can be addressed by reviewing the minutes from other meetings.

Use  
AIDET



Encourage teamwork. Respect the team formation process. Use AIDET.

Purpose?



Always ask why the meeting is important. What is the purpose? Don't have a meeting just to have a meeting.

STOP

## Before you host a meeting, ask yourself...

Is a meeting necessary? What is the meeting objective? Who needs to attend? What preparation will help?

### Before Your Meeting...

- Develop a written agenda
- Assign owners and time limit to each agenda item
- Send agenda and supporting materials in advance

### During Your Meeting...

- Start/Finish on time
- Assign a scribe and timekeeper
- Manage the discussion
- Follow the agenda
- Review action items

### After Your Meeting...

- Solicit feedback
- Distribute notes highlighting decisions made and action items
- Review your plus/deltas and adjust for next time