

Build A Meeting...



Tips for Structuring an Effective Meeting



OPENING

How you **OPEN THE MEETING sets the tone for the rest of your time together...**

At minimum, I suggest leaving space for reviewing the purpose of your meeting.

If you have space in your agenda, it can be helpful to ask the group a warm-up question or reflection allowing each person to share something briefly. Inviting people to use their voices early on helps encourage more participation in the rest of the meeting.

NOTE: The Opening can be listed as an agenda item, done before anything, or sandwiched between a review of the purpose and the agenda items.

PURPOSE

This is a statement of **WHY you are meeting together and is a critical factor to not only your agenda but the meeting itself.**

If you don't know why you need to meet, then it might not be time for a meeting!

You might have multiple purposes; you might have a small purpose that feeds into a bigger purpose. Whatever you have is ok, just state it and have it on the agenda you send out.

INTENDED OUTCOMES



What do you **HOPE TO HAVE ACCOMPLISHED** by the end of the meeting?

These are your **meeting outcomes**. Stating them clearly will help the meeting attendees know what's happening and better participate to reach the goals.

Sometimes it helps to write them out as though you're completing this sentence, "By the end of the meeting, we will have..."

AGENDA ITEMS



LIST out what you want to cover or do in the meeting.

I suggest that one of your first items is to review the agenda together and see if anything needs to be altered.

If this is a recurring meeting, then I highly suggest reviewing action items and follow-ups from the previous meeting as an early agenda item.

AGENDA PROCESSES



This is **YOUR PLAN** for tackling each agenda item.

It helps you and the group know what you'll be doing and how you'll know when you're done with an agenda item.

This doesn't necessarily need to go on the agenda but it's important to know and have in the background.

ACTION ITEM & PLAN

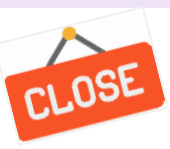


Before you close a meeting, leave a little space and time to **REVIEW ANY DECISIONS** that were made...

Next Steps that need to be taken, who will be doing what by when, and what the follow ups will be.

Setting aside time to do this can be the difference between work being done between meetings or languishing on your meeting minutes.

CLOSING



Like an opening, the **CLOSING** can vary greatly depending on the flow of the group and how much space you have for it.

In general, it can be helpful to ask a check out questions like "what did you like and what would you change about this meeting". It can give the group opportunity to reflect and incorporate valuable feedback to improve processes in the future.