

Meeting Management

Top 10 Complaints About Meetings

1. Getting off subject
2. Inconclusive
3. No goals, purpose or agenda
4. Meetings are too long
5. Ineffective leadership
6. Starts late/tardiness
7. Poor preparation
8. Information overload
9. Individuals monopolize discussion
10. Interruptions within and without

Elements for Effective Meetings

- Purpose
- Agenda
- Chairperson/meeting leader
- Value-added participants
- Minutes
- Action items

"Why are we here?"

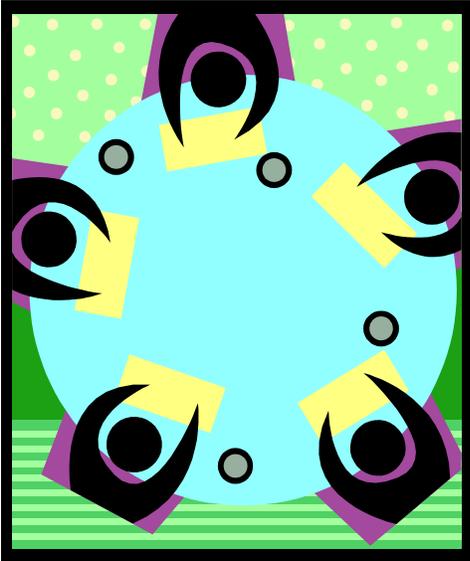
Purpose

- Determine the purpose before the meeting!

- Complete the sentence: at the end of this meeting, attendees should...

Chairperson

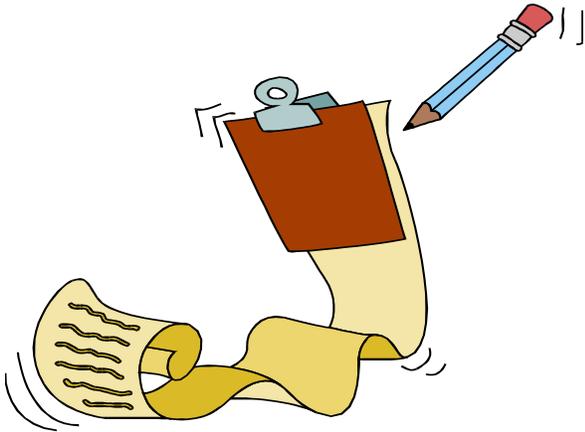
The way you lead creates an atmosphere that determines whether people are encouraged to contribute....or not.



Chairperson Checklist

- Start on time
- Welcome the group
- State the purpose of meeting
- Provide an overview of the agenda
- Encourage participation of all members
- Finish all agenda items
- Summarize decisions
- Assign any action items
- Thank group

- End on time



Action Items

- ▶ A “must have”
- ▶ Should assign specific tasks and deadlines
- ▶ Make sure to follow up at next meeting
- ▶ These help to move action forward

3 W's

Who
What
When

