

APPENDIX V-A

Leading a Meeting

Seven Easy Steps for Leading a Meeting

1. Schedule the Meeting

- ◆ Identify information to be covered.
- ◆ Establish appropriate amount of time.
- ◆ Don't try to cram topics into agenda with inadequate time allotment.
- ◆ Consider who should be attending the meeting and invite those who need to be there.
- ◆ Send out an e-mail (or another form of communication) outlining the intended outcomes of the meeting.

2. Create the Meeting Agenda

- ◆ Ask attendees for any agenda item requests.
- ◆ Distribute the agenda to all of the attendees prior to meeting.

3. Distribute the Meeting Agenda

- ◆ Allow sufficient time for attendees to review agenda prior to meeting.
- ◆ Remind participants what they are responsible for and to come prepared to the meeting!

4. Prepare for the Meeting

- ◆ Provide refreshments and snacks.
- ◆ Provide needed materials and supplies such as handouts, notebooks, pens, flip-charts, etc.
- ◆ Delegate, facilitate, and coordinate the meeting.

5. Lead the Meeting

- ◆ Start your meeting on time!
- ◆ Provide an overview of agenda items and introduce the overall objective of the meeting.
- ◆ If needed, allow opportunity for introductions of attendees.
- ◆ Make sure meeting notes are recorded by someone, which allows for and encourages more in-depth discussion from participants.
- ◆ Keep the meeting on track in order to fulfill meeting objectives.
- ◆ Encourage participation of the entire group.
- ◆ Address issues as they arise.
- ◆ Assign tasks as issues arise during the meeting discussion.
- ◆ Assign a particular individual or group to follow-up on each action item.
- ◆ Give deadline and priority level to assigned action items.
- ◆ Provide break opportunities for meetings that are longer than an hour.