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## Meeting Preparation & Tips

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### Preparation

1. Verify that a meeting is **required**.
2. Select the **proper format**/type of meeting (see Meeting Types) to meet the stated Purpose and develop a clear agenda.
3. Identify the **critical attendees** for the success of the meeting and assure their availability.
4. **Select a Scribe**—someone with good listening and ability to distill thoughts into a few words.
5. **Focus**—keep the number of topics under discussion to a minimum for each meeting.

### Time Management

1. **Keep to agenda**'s time schedule as closely as possible.
2. **Start promptly** to encourage prompt arrival of participants. End promptly too.
3. Take regular & short **breaks** during long meetings. 5-10 minutes every 1.25 to 1.5 hours.

### Sample Rules of Engagement

1. We listen to each other.
2. No speeches.
3. We address ideas, not people and personalities.
4. Dr. No is not invited.
5. Let others finish/no interruptions.
6. No one speaks a second time until everyone has spoken at least once.

### Meeting Management

1. Clearly state meeting's purpose at beginning.
2. Show how prior meeting evaluations are being incorporated to improve.
3. For regular staff meetings, consider rotating the facilitator/leader position to create variety and develop employee skills.
4. Vary seating arrangements to create variety.
5. Establish clear "Rules of Engagement" (see attached)
6. Summarize points/decisions/conclusions to assure clarity and give Scribe accurate data for minutes.
7. Keep separate IdeaLog™ flip chart for unrelated ideas that develop but are not germane to topic under discussion. Process prior to meeting's conclusion.
8. Leader/facilitator speaking should be less than 20% unless the meeting topic is information dissemination. All other attendees share equally in participation.
9. Publish minutes prior to adjourning and establish concurrence re: content and assignments.
10. Complete meeting evaluations during printing process. Incorporate suggestions in next meeting.