

Effective Meeting Management

Leadership Workshop

AGENDA

- 12:50p - 12:59p** “Arrival and Sign-In”
- 1:00p - 1:49p** Agenda review and ground rules
Value of meetings to the organization
The need for meeting etiquette
Preparing for meetings
- 1:50p - 1:59p** *(Break)* **[MOVE SEATS INTO TWO LONG ROWS]**
- 2:00p - 2:49p** Following Instructions?
“Round-Robin” exercise
- 2:50p - 2:59p** *(Break)* **[MOVE SEATS BACK]** – “New Neighbors”
- 3:00p - 3:49p** Primary roles for effective meetings
Establishing ground rules for meetings
Formal meeting etiquette (*Roberts Rules*)
Selecting participants & developing agendas
Culture and “politics” in meetings
Closing meetings
- 3:50p - 3:59p** *(Break)* **[Practice Debriefing]** – “New Neighbors”
- 4:00p - 4:49p** Primary roles for effective meetings
Three **W**'s
Agenda template (w/ scheduling words)
Status Report template (w/ reporting words)
Review and General Q&A

Note: *Each major topic includes time for discussion and Q&A.*