

## Leading Meetings that Matter



### How to Lead an Effective Meeting:

- **Why learn how to lead an effective meeting?**
  - Can anyone describe a meeting that you have attended that went really bad?
  - Can anyone describe a meeting that went very well?
  - People in power lead good meetings and we want to be able to influence those people and to learn how to use our power as well.
  
- **Good meetings look like, feel like and accomplish:**
  - Everyone feels included and people want to come back
  - Allows for shared leadership to be practiced and replicated
  - Action-takes a concern and breaks it down into manageable, actionable, shared tasks and responsibilities
  
- **10 Keys to Effective Facilitation** (adapted from NeighborWorks: Building Leaders: Building Communities)
  1. Always have an agenda
  2. Be Relational-help connect the people in the room to one another
  3. Be the guide of the process; don't lose control, but don't control too much
  4. Be flexible and inclusive-make sure everyone has the opportunity to participate
  5. Start and end on time-respects everyone's time
  6. Be strategic-help move the process, but make sure other's voices are included in the outcome
  7. Be a good listener
  8. Reflect on how you did as a facilitator and on how the meeting went overall



## Creating Agendas that Matter

### How to create an Agenda:

#### ➤ What to include?

1. Do something that connects people to one another (activity, storytelling.)
2. Why are we meeting? What do we want to accomplish?
3. Time for discussion: purposeful time to be inclusive of others thoughts, feelings and proposals
4. Decision Making: What are we going to do? When are we going to do it?
5. Action/take assignments: who will do what, when, where and with whom?
6. What's next? (When and where is the next meeting? Who wants to facilitate?)
7. Time for reflection (How does everyone feel about the meeting? What worked, what could be better?)

## Taking Notes—Those Matter Too!?

### How and why to take notes at every meeting:

#### ➤ Why?

1. Includes others that were not able to attend, but are interested in getting involved.
2. It creates a “paper/electronic” memory of what happened and of what decisions were made.
3. It allows space for holding people accountable to doing what they said they would do (following-through on action/assignments).

#### ➤ How?

1. Who attended?
2. What is the goal of the meeting?
3. What were the key points discussed?
4. Who committed to following-up on action items and how?
5. What questions need to be asked or addressed before the next meeting?
6. When and where is the next meeting and who is facilitating?