

Meeting Management

Avoid Meeting Mayhem

As a student leader you will be conducting and participating in meetings – small group meetings, training meetings, program planning meetings, evaluation meetings, and the list goes on. How a meeting is run can make or break the overall productivity of the meeting itself. So whether you are a facilitator or participant, aim for success by implementing some of these basic tips:

Effective Meeting Facilitators...

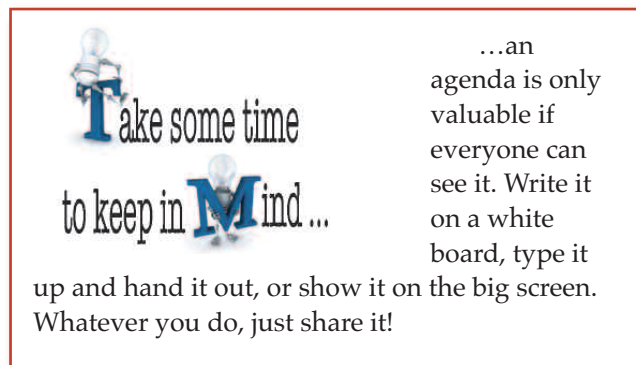
- State the purpose of the meeting or activity, or write an agenda on the board
- Treat participants with respect
- Call participants by name
- Model the behavior they want from participants
- Support and encourage participation but allow opting out
- Ask open-ended questions rather than giving answers
- Keep track of time
- Conclude meetings by asking each person to state what they learned or an action they will take as a result of the meeting

Productive Meeting Participants...

- Arrive 5-10 minutes early
- Actively participate
- Come prepared with materials...including a planner, pen and paper
- Show respect for the facilitator and peer participants
- Respond to controversy with civility
- Have a clear mind and provide 100% focus to the items at hand
- Are clear about what is expected before leaving

Creating an Agenda

An agenda is an incredibly helpful resource for all meeting participants. For the leader(s) of the meeting, an agenda is an outline of the desired outcomes of the meeting. For participants, an outline clarifies the purpose and sequence of the meeting. There are numerous



agenda formats, but if you are looking for a starting point, test out this traditional agenda outline:

Meeting Title

Date/Time

Location of Meeting

- I. Attendance
- II. Approval of Minutes
- III. Officer Reports
- IV. Advisor Report
- V. Program Reports
- VI. Old Business
- VII. New Business
- VIII. Adjournment

Get Them Involved!

Keep members engaged and invested in meetings by getting them involved! For your next meeting, consider rotating meeting responsibilities and roles such as:

- **Agenda Creator**—Contacts group members before the meeting to collect agenda items and compiles them for the meeting
- **Mission Moment**—Prepares and presents an activity that helps members refocus on the group's purpose
- **Meeting Facilitator**—Starts meeting, guides the group through the agenda, and concludes the meeting
- **Time Keeper**—Keeps the group on task with identified time limits
- **Note Taker**—Takes notes and/or minutes