

Student Name:

Date Completed:

Run a Smooth and Efficient Meeting

1. Identify the types of "meetings" you attend. Examples may include: staff meeting, client coordination meeting, community collaboration, supervision

- _____
- _____
- _____

Run a smooth and efficient meeting by following these tips:

- Know the purpose of the meeting
- Identify desired outcome(s)
- Secure the location
- Always have an agenda (with time-allotted)
- Be prepared
- Start on time, end on time
- Watch the clock
- Make introductions before meeting begins
- Explain why participants are attending the meeting
- Control emotions
- Be respectful of cultures
- Develop maximum participation from all participants
- Keep participants focused and on track
- Reward participants for coming
- Summarize meeting and next steps
- Schedule next meeting before participants leave
- Have minutes/documentation written for every meeting

2. Ask yourself: What three meeting tips do I need to work on?

- _____
- _____
- _____

3. Reflect: Why are these tips important to my growth and development as a leader?

4. Commit: I will commit to these three tips over the next 12 weeks because...

I discussed the following with my supervisor regarding successful meetings: