

## Tips for Effective Meetings

*The following is a list of ideas compiled from SCG employees and OED Staff*

When preparing to conduct a series of meetings, the initial meeting is very important in creating effective subsequent meetings. The following is a list of tips to prepare and conduct meeting – for initial versus subsequent meetings.

### I. Preparing for an effective initial meeting:

- Consider the use of teleconferences – for long-distance employees.
- Identify room locations in SCG buildings (using Group Wise Address Book's Resource Filter) and reserve in advance.
- Plan the room configuration to encourage participation.
- Include appropriate people in meetings.
- Include several people who have a “can do” mentality.
- Prepare an agenda
- Identify the group's purpose and short/long term goals.

### 2. Conducting an effective initial meeting:

- Open the initial meeting with the following:
  - Purpose of the meeting series
  - Long term goals
  - Specific outcomes for today's meeting
  - Meeting agenda
  - Introductions and general background with meeting topic.
- Include several “forming” items on the agenda:
  - Ground rules or “ideal team behaviors.”
    - Consider asking participants to suggest ground rules.
    - Examples may include participation, candor, humor, etc.
  - Participant roles
    - Roles may include:
      - Meeting leader
      - Facilitator (clarify facilitator's role)
      - Scribe
      - Time-keeper – perhaps using colored paper (green, yellow, red), NASCAR flags, etc.
    - Consider asking people in advance to take on a specific role, or asking for volunteers during meeting.
    - Consider rotating roles over time.
  - Decision-making processes.

### 3. Preparing for subsequent meetings:

- Prepare an agenda.
- Communicate agenda to participants in advance via e-mail or web.
- Consider having participants set agenda items
- Prepare well-thought out questions to encourage participants to provide candid feedback.
  - “What’s working well with this process so far?”
  - What’s not working well?
  - What ideas do we have for continual improvement?
- Identify materials to bring, i.e., flipchart easel, flipchart pad, masking tape, markers, post-it notes, agenda, hand-outs, etc.

### 4. Conducting subsequent meetings:

- Begin with:
  - Specific outcomes for today’s meeting.
  - Meeting agenda.
  - Introductions of any new members.
- Ensure that ongoing meetings are effective and active.
- Stay focused - stick to agenda, meeting goals and time frame
- Use different techniques to include active participation, if needed:
  - Round robin technique – have each person take a turn at offering an idea
  - Break out into smaller groups and report back to larger group.
  - Have each person write 5 ideas down, and have someone read all ideas.
- If several ideas are generated on a flipchart, consider having the group indicate check off their preferred 3-5 ideas for implementation.

### 5. Follow-up after meetings:

- Provide meeting minutes to all participants on a timely basis.