

Tips for Facilitating Conducting Effective Meetings

Preparation –

- Agenda/Goals/Objectives/Outcomes
- Is there a standing agenda and additions, how are agenda items developed and who can request items
- Clear purpose and expected outcomes
- Who needs to be in attendance
- What can be provided in advance and then reviewed or further discussed at meeting and what needs full focus at the meeting

Room Layout –

- Welcoming
- Designed to avoid hierarchy

Ground Rules and Guiding Principles –

- Start and end on time
- Respectful of others
- Rules that offer opportunities for all to speak and contribute and limit excessive talking
- Parking Lot (for items not relevant to current agenda, but will be visited later)
- Icebreaker (if attendees are not familiar with one another)

Meeting Facilitation –

- Keeps meeting on track
- Involves all in attendance, as active participants
- Reflective listening
- Engaged in doing, and not merely reporting (e.g. actively participate, actively contribute)

Process Problem-Solving –

- Agreement for handling conflicts, difficult situations, lack of consensus

Process for Decision-Making –

- Who and How
- Distributed leadership and ownership

Develop Action Plans –

For each issue to be addressed/accomplished:

- What action steps or change will occur;
- Who will carry it out;
- When it will take place, for how long, and how will it be monitored;
- What specific resources are needed to carry out the steps;
- Communication (who should know what, and how will it be communicated?)

Minutes and other records such as action plans –

- Who, When, and How distributed

Communications –

- Internal among the meeting participants
- External back to the representative partner agencies
- External to other stakeholders

Consider recognition and celebration of successes and reporting out on actions –