## CREATING AND LEADING EFFECTIVE MEETINGS

### Planning

*Define Objectives*

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|---|---|
| Give or get information | Resolve conflict |
| Problem solve | Team building |
| Brainstorm | Task force |
| Improve work processes | Create |
| Take action | Motivate |
| Explain policy change | Inspire |

These are some of the main reasons that meetings are called. It's very helpful to get the objectives down to a minimal two- or three-word essence. This makes you clarify the bottom line of what you *really* mean to accomplish and helps sort out what process you need to apply to make that happen.

*Challenge Your Meeting*

Question, before you plan your meeting, whether it's truly necessary. Meetings get to be a habit and are called whenever an issue comes up. Don't wear out their welcome from over-use. Always ask yourself, "Is this the best way to accomplish my objective? Is there any other way?"

### Creating the Agenda

The unique aspects of preparing an agenda for a meeting deal with three issues—the number and positioning of items, time allotted, and input from others.

*Positioning*

First—establish your priorities by deciding what the meeting is basically for. Priorities should be based not only on importance but also on urgency. Then decide the other items you wish to cover and list them.

Two issues affect what you do next:

• How many items you can realistically cover well, keeping the group involved and the juices flowing. How many levels of intensity can you put your group through—from the major to the peripheral details? Look hard at what *has* to be done and what can wait.