

- Give adequate notice, in writing, of date, time, and place.
- Clarify what is expected; list objectives and agenda so they can begin to think about the issues.
- Describe agenda; items, time allotted, purpose of item (discussion, informational, decision making, progress report).
- Name who will make which presentation.
- List group preparation needs. Tell what to bring to meeting.
- Provide materials for preparation, if the information is new, or yours.
- List meeting convener (for contact) and members invited.
- Ask for suggestions for additional items, in writing.

Leadership Techniques

Meetings may have a wide variety of objectives, such as surfacing differences, parceling out work, sharing experiences, or brainstorming. Here are a group of effective proven techniques for leading any kind of meeting.

Warm-ups

- *Start on time!*

If you don't, you send a sloppy signal with an element in it of forgiveness for irresponsible behavior. Teaching your group that your meetings start exactly when you say they will, no matter who is or isn't there, makes the group expect that you mean *everything* you say and that you follow through that way. This sharpens others' work habits.

- *Establish group spirit*

For group input and interaction, you need to create the right mental set and environment in which to make things happen.

A few minutes of idle chatter turn out not to be idle at all. "How was the vacation, Jack? I haven't seen you since you got back, " and similar phrases, can result in some effusive, relaxed exchange. This can establish a ripple effect of general kidding around, personal comments, friendly interaction that reminds your group of their connection to each other and how much of their lives they actually share daily.