
Facilitating Decision Making in Meetings

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Encourage everyone to participate

Keeping Meetings on Track and on Time

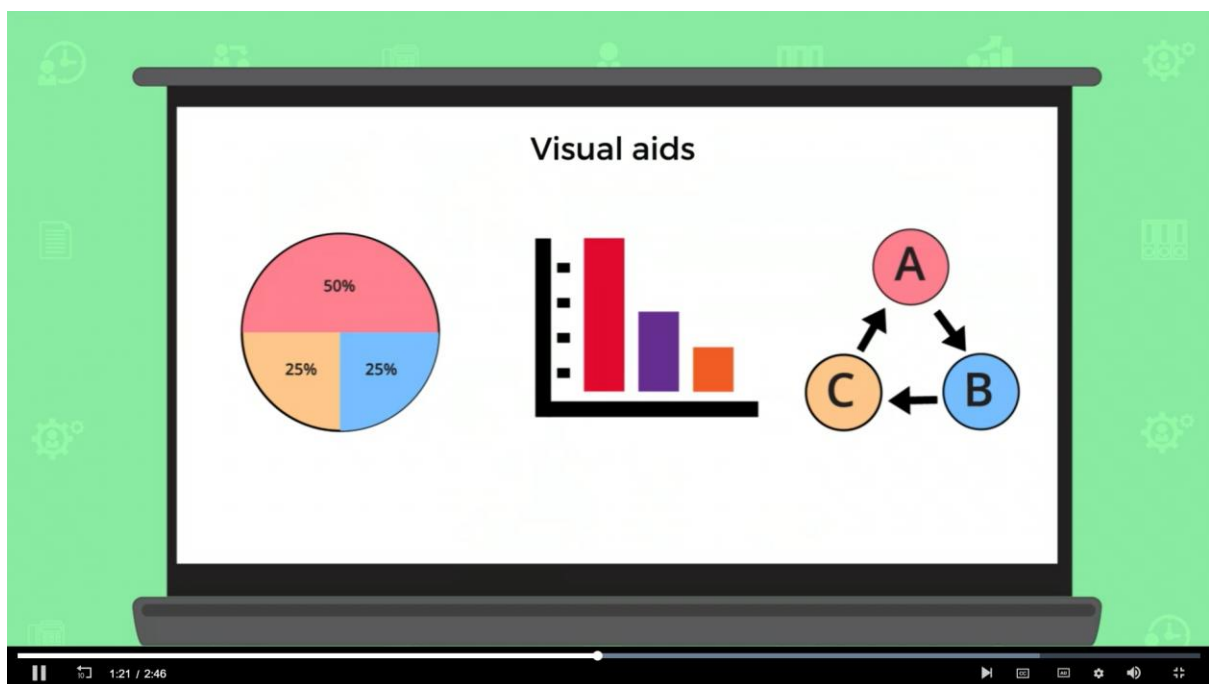
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When to Intervene at Meetings

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Solving Productivity Problems in Meetings



Ending Meetings and Following Up

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Restating the objective



Summarize



Thank everyone



Minutes of the meeting

Date: _____

Time: _____

Team members:

Topics discussed: Result of the discussion:

Action items:

Next meeting: Date: Time:

1:46 / 2:33

Minutes of the meeting

Date: _____

Time: _____

Team members:

Topics discussed: Result of the discussion:

Action items:

Next meeting: Date: Time:
