

RUNNING EFFECTIVE MEETINGS

Sample Content

- ❑ Three essential meeting stages
- ❑ Meeting preparation
- ❑ Tips for scheduling meetings
- ❑ Team meeting roles (leader, facilitator, recorder, participants)
- ❑ Meeting responsibilities
- ❑ Key steps to developing an agenda
- ❑ SMART objectives
- ❑ Setting the ground rules
- ❑ Keeping the meeting focussed and on track
- ❑ Meeting minutes
- ❑ Closing a meeting – creating action items
- ❑ Evaluating your meetings