

Building capacity through professional learning

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

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