

MEETING BEST PRACTICES

BEFORE THE MEETING | STRUCTURE OF GREAT MEETING PREP

- Meeting Type:**
Circle all that apply
Brainstorming Goal-setting Planning Consensus-building
- Alignment to Organizational Goal/Priority:**
Is this meeting necessary? Why?
Are the right people in the room?
- Meeting Objectives:**
What does success look like?
What decisions need to be made? What outcomes need to be reached?
What information needs to be shared?
- Role Clarity:**
Determine facilitator, owners of specific agenda items, note-taker, and time keeper
- Meeting Culture:**
How do you want people to feel? Why?
- Agenda Created** (including objective, timing, roles)
- Agenda Distributed** (In advance, with pre-work if required)

DURING THE MEETING | STRUCTURE OF GREAT MEETINGS

- Launch with Wins:**
Open with good news and progress to build connective tissue
 - Reset - Bring your Best Self
- Create Psychological Safety:**
 - Facilitator ensures every voice gets heard
 - Emotional Intelligence (emotions in check)
- Team Effectiveness:**
 - Facilitator drives thoughtful process + agenda
 - Individuals show up at their best
- Clarify Commitments:**
 - Who is committing to doing what?
 - Who owns follow up?
- Send Follow-up Communication:**
 - Commitments, action, ownership and accountability