

Meetings

meet - ing: the act of coming together or assembling a group of persons for a specific purpose. To join at an agreed upon or designated place.

Tips for Running an Effective Meeting:

<p>Prepare for the Meeting</p> <ul style="list-style-type: none"> • Define the purpose, objectives and outcomes. • What do you want to happen from gathering this group together? 	<p>Create an Agenda</p> <ul style="list-style-type: none"> • The process, content, and timeframe should be clear. • The agenda keeps the meeting on track and moving! 	<p>Select the Appropriate Participants</p> <ul style="list-style-type: none"> • Make sure all of the key players are a part of the process, and reflect on who might be missing. 	<p>Establish Expectations</p> <ul style="list-style-type: none"> • Restate the purpose, objectives and outcomes for the meeting. Consider including them on your agenda. 	<p>Encourage Participation</p> <ul style="list-style-type: none"> • Create a space for community members to contribute in a meeting. This might include small group work or providing post-it notes. 	<p>Follow-up!</p> <ul style="list-style-type: none"> • Keep the momentum going and share out notes and decisions with your stakeholders.
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Developing an Agenda

A well-constructed agenda keeps the meeting focused and moving. In developing the agenda, you should also consider including multiple forms of participation (i.e. brainstorming, small group work, large group discussion, etc).

Ideally, the agenda should include the following:

- Meeting Time, Date and Location
- Purpose and Desired Outcomes
- Desired Outcomes for Each Agenda Item
- Time Allotted to Each Item
- Breaks
- Who Called the Meeting
- Agenda Items
- Persons Responsible for Each Item
- Ground Rules
- Required Materials and Necessary Preparation



If a tree falls in the woods, will anyone sitting in a really effective meeting hear it?

Don't forget, it's a process!

Often people come to meetings prepared to take action. **If they do not feel heard or the meeting is not well run, your risk losing members of your group.** Good preparation and a well-run meeting will help set up realistic expectations and increase productivity and satisfaction.

Characteristics of an effective meeting also include:

- Clear Participant Roles
- Total Involvement
- Shared Responsibility
- Decision-making Power
- Diversity of Options
- Shared Accountability



For more resources and to find out how to contact the Regional Prevention Consultant in your region, visit www.rpscolorado.org.

Meeting Template

Purpose of the Meeting:

Desired Outcomes or Goals: (great to place on an agenda!)

Ground Rules: (Operating Agreements)

Date, Timeframe and Location:

Pre-Meeting

Time Estimate	Activities/Preparation	Person Responsible	Needs
1.			
2.			
3.			
4.			

During the Meeting

Order of Agenda	Person Responsible	Process	Time Allocated
1.			
2.			
3.			
4.			

Assigned Roles:

Facilitator: _____

Note Taker: _____

After the Meeting

Follow-up actions: (Who? Will do What? By When?)

- 1.
- 2.
- 3.
- 4.