



Managing Effective Meetings

Tips & Facts Sheet

What is a meeting?

A meeting is where people come together to resolve problems, answer questions, make decisions, network, and share knowledge.

What makes a meeting effective?

Effective meetings result from 3 simple steps:

1. Plan

- Define the purpose, target outcomes, and who needs to attend,
- Determine the best format to achieve the purpose. In some cases, a conference call or email exchange may be just as effective as a group face-to-face meeting
- What information is required in advance?

2. Implement

I. **Establish the roles of chair, facilitator and reporter** (See Table at right. Note. Sometimes roles are combined.)

II. Follow this process

- Within the cultural norms, *be on time, start on time.*
- Display and explain the agenda, the desired outcomes and the time available.
- Remain focused on the agenda and outcomes during the meeting's discussion. If needed, remind participants of the agenda and desired outcomes to politely keep the meeting focused. Suggest off-topic discussions are interesting but may be best served during a break or at another meeting.
- Record decisions and assign responsibility for action items.

3. Conclude

- Review action items (who is responsible and the timeline), positive outcomes, and ask for any final (brief) comments.
- Thank participants for their time and contributions.
- If required, schedule a time and venue for the next meeting.

Simple meeting guidelines can make the difference between useful outcome and frustrated participants.



Role	Responsibility
Chair	The Chair is the group leader responsible for the content of the meeting – what will be discussed? The desired outcomes?
Facilitator	The Facilitator manages the meeting process – ensuring that discussion, dynamics and participation are productive and remain focused on the agenda. The facilitator ensures that people <ul style="list-style-type: none"> • Respect other's views • Debate points of view - not personalities • Speak one at a time • Keep comments brief and relevant • Participate Facilitators summarize meeting discussion and make it clearly visible. In smaller meetings, the chair may also facilitate.
Rapporteur	The Rapporteur is potentially the most important person in the group. They record and interpret group output, produce a written summary of the conclusions, recommendations, actions, and (may) report to the plenary sessions.

*“When the outcome of a meeting is to have another meeting, it has been a lousy meeting.”
Herbert Hoover*

Post the accompanying page titled, Meeting Guidelines, to help with your next meeting



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Meeting Guidelines

- 1. Have an agenda**
- 2. Be on time, start on time**
- 3. State the meeting objectives and the desired outputs**
- 4. Identify the chair, facilitator and rapporteur**
- 5. Set meeting norms.**
 - Respect others views.
 - Speak one at a time.
 - Debate points of view - not the personalities involved.
 - Keep comments brief and relevant.
 - Encourage participation.
- 6. Capture decisions made:
Who is responsible for actions
and when**

