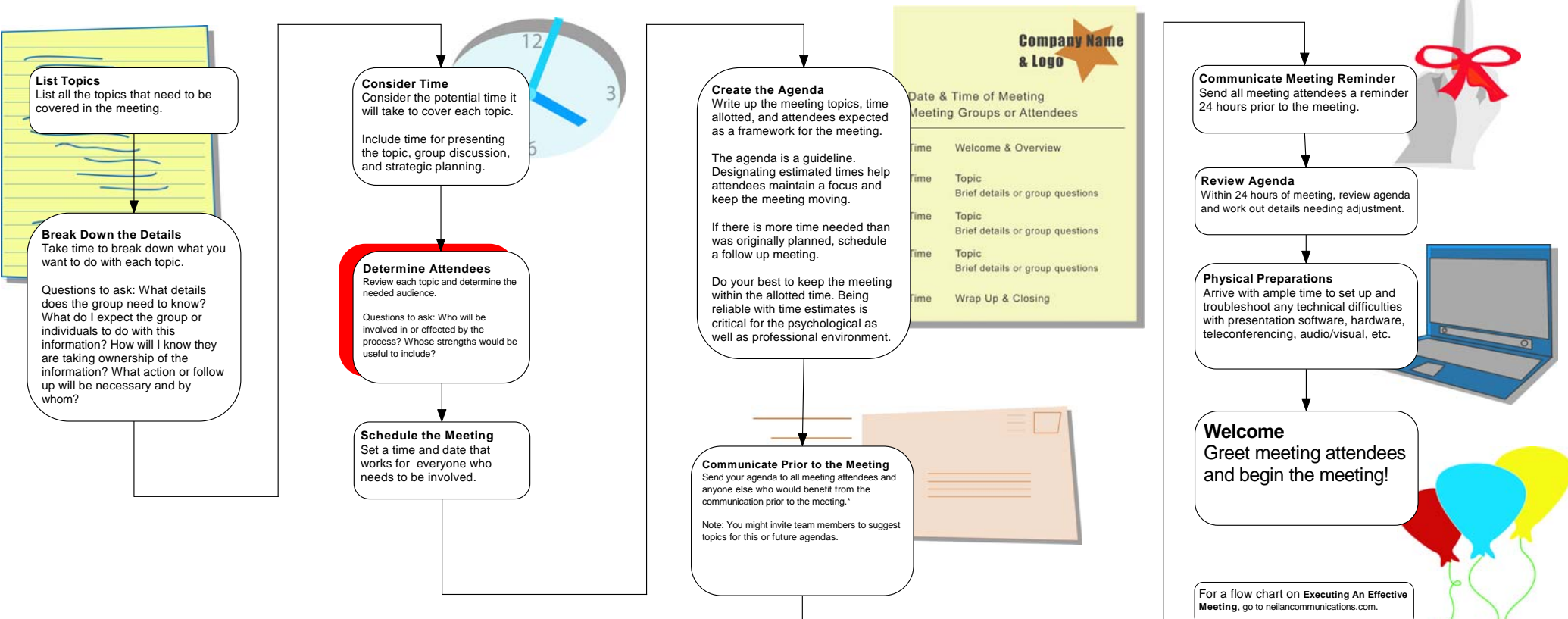


SNeilan Ditty 501: Plan An Effective Meeting



* Giving a list of topics prior to meeting empowers everyone.

Team trust
Raised anxiety hinders creative thinking and team cohesion.
Build your team trust and creativity by letting people know what the meeting is about.

Incredible ideas
Some people offer exceptional ideas when given time to consider the topics.
Empower your group by giving them time to consider what you have to share.

Brain-based application
People absorb information faster when pre-exposed to a list of ideas.
You accelerate the process of rapid comprehension and personal application when your group knows what is on the agenda.

from Brain-Based Learning by Eric Jensen 2000

Agendas

If there are on-going items covered at each meeting, be sure they have a purpose.

Example: Checking-in with project leaders should not be open ended. Use one specific question they are to answer and vary it meeting to meeting:

- What is new in moving your project forward this week?
- What is your next step?
- What support or resources could enhance your project's development?
- On a scale of one to ten, rate your satisfaction with the project where it stand and
- explain your rating. What would move your rate up one number on the scale?