

Common Goals of Meetings

- Exchange Information
- Make Decisions
- Solve Problems
- Explain Issues
- Share Concerns

Good Meeting Manners

Arrive on time: Latecomers tend to delay the meeting, create confusion, and interfere with the flow of progress.

Avoid unnecessary interruptions: In most cases, cell phones and pagers can be turned off until the meeting is over.

Observe time limits: This will ensure that others get a chance to speak and that all items on the agenda are covered.

Refrain from distractions: Avoid whispering to your neighbor, shuffling papers, or doodling.

Stay until the end: Important information and plans are often exchanged during the last few minutes of a meeting.

Agendas

An agenda is your road map, to-do list, and best defense against unproductive meetings. You've completed an agenda item when all participants have had an opportunity to speak, everyone understands what the next steps are and who is in charge of completing them.

Resources on Effective Meetings

For more information check out the following books available in the Center for Student Involvement.

Great Meetings! How to Facilitate like a Pro
by Dee Kelsey & Pam Plumb



Check out these websites:

Department of Student Activities-
www.studentactivities.uconn.edu

The Meeting Wizard-
<http://www.meetingwizard.org/meetings/effective-meetings.cfm>

Visit the Center for Student Involvement
for information on more topics such as:

Conflict Resolution
Motivating Members
Delegating
Problem Solving

Leadership Programs

Department of Student Activities
Division of Student Affairs
University of Connecticut
Student Union Room 302
486-6588
www.leadership.uconn.edu

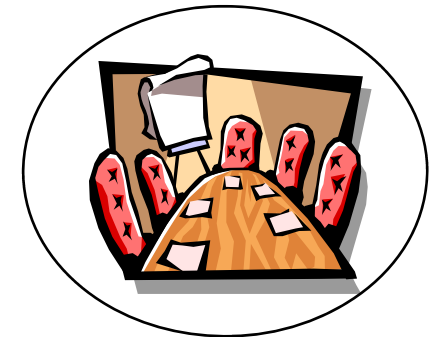


University of Connecticut

Department of Student Activities

Involvement Office

Effective Meetings



How can you run an effective meeting?

What makes a meeting effective?

Before the Meeting:

- *Choose an appropriate time*

Be sure to schedule a meeting at a time that is convenient for the majority. Oftentimes, we schedule meetings based on the convenience of our own schedules without considering other participants.

- *Choose an appropriate location*

Consider how accessible the location is for participants, as well as the size of the room.

- *Define the purpose of the meeting*

Participants will feel they can contribute to the meeting if they understand why it is taking place and what needs to be accomplished.

- *Distribute an agenda in advance*

This will allow participants to prepare in advance for the meeting.

- *Set a time limit*

By using a predetermined time frame, you can help keep everyone on track. Be sure to be flexible when necessary.

During the Meeting:

- *Start on time*

Time is a precious commodity for everyone. Be sure to begin the meeting as planned and recognize that people may come in late.

- *Assign someone to take minutes and keep track of time*

It is important to keep a record of what took place at each meeting so that it can be referred to in the future should a question or concern be presented.



- *Stick with the agenda*

Agendas can help you stay on track and remain focused on the items or issues that need to be addressed.

- *Control Interruptions*

Allow interruptions only when they are absolutely necessary.

- *End on time*

Adjourn the meeting as scheduled so that participants can manage their time.

After the Meeting:

- *Expedite preparation of the minutes*

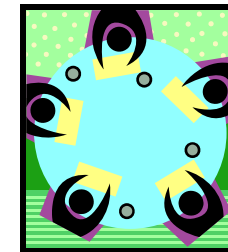
If possible, minutes should be completed and distributed within 24 hours. Minutes can be a very useful tool for participants because they serve as a reminder and a useful follow-up tool.

- *Evaluate the meeting*

Determine what went well during the meeting and what needs to be improved for next time.

- *Send a reminder for the next meeting*

Since people are busy, a friendly reminder for the next meeting is helpful.



Effective meetings take place when members actively exchange ideas to accomplish goals.