

Conducting Effective Meetings

Summary:

- Determine the purpose and desired outcomes for the meeting.
- Determine who should participate in the meeting.
- Prepare yourself and others for the meeting; send relevant material ahead of time.
- Establish ground rules for the meeting.
- Encourage active participation.
- Stick to the agenda. Establish a “parking lot” for topics of discussion for a later time.
- Take meeting minutes.
- Determine next steps and assign responsibilities.

Information You Need to Know:

Preparation is the key to a successful meeting. But the first thing you need to ask yourself is a meeting really critical? Can the issue be solved by a phone call or by some other means? If a meeting is necessary, it is important that you determine who should participate in a meeting. Provide meeting participants with the relevant information prior to the meeting (agenda and other documents). Be sure to stick to agenda and establish a “parking lot” for topics that can be discussed at a later time. Make sure that someone takes meeting minutes. In addition, the next steps should be determined along with who is responsible for delivering the action items prior to ending the meeting. Meetings should start and end on time.

Peer Insight:

We want to hear from you. Do you have any suggestions on how to reward and/or recognize employees? Do you have any tips or best practice ideas? Please share your ideas with ITA at ITABestPractices@mail.doc.gov

At this time there are no best practices from ITA Leaders.

For more information on this topic check out these resources:

Web sites:

[The 6 Golden Rules of Meeting Management](#)

[5 Ways to Overhaul Your Meetings Manners](#)

[Running Effective Meetings](#)

[Time Management - How to Have Productive Meetings](#)

Webcast:

[Make Your Meetings Matter](#)

Books:

[Meetings: Do's, Don'ts, and Donuts](#) by Sharon Lippincott

Excellent guide to running effective meetings. Covers everything from whether to meet to how to plan and participate effectively.

[Running Meetings: Pocket Mentor Series](#)

Meetings are unavoidable--but they don't have to be unproductive. This tool-packed guide helps you transform meetings from time-sinks to springboards for effective action by learning how to set smart agendas, keep meetings on track, handle problem behaviors and time-wasters, and motivate participants to take action.