

EFFECTIVE MEETINGS

Your Guide to Effective Meeting

01

Send a meeting request stating:

- Agenda
- Purpose
- Designated note taker
- Material needed
- Expected result

02

Start & end on time!

- Idea: set out a "little jar" - charge \$1 per minute to anyone who joins late & donate it to charity at the end of the month/year

03

Focus on Objectives & Encourage full Participation

- Give your full attention & participate
- Turn off cell phones & laptops

04

Before Ending, go over action items:

- Organizer follow up on action items



Who



What



When

05

Ask Participations, "How did we do?"

- Did we accomplish the meeting purpose?
- Send meeting notes to participants

How To Present At Meetings How How To

AN Whitehead



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