

RUNNING GOOD MEETINGS

TOP TEN TIPS
FROM RON MILAM
CONSULTING

1. **Designate a Facilitator:** Whether it's a member of the group such as the Board President or an experienced professional brought in from the outside, the facilitator's role is to help keep the group focused and moving forward.
2. **Develop an agenda before the meeting:** At the core of a good agenda are items that require the group to make decisions. Project how much time each item will take and assign the outcome you hope to accomplish.
3. **Stick to the agenda during the meeting:** Many temptations exist to stray off topic. Stay focused to get what you need to get done accomplished and record other ideas brought up at the meeting for future meetings.
4. **Record decisions made:** Have a note taker at every meeting to take minutes and have them record each decision, who is responsible for implementation, and any future actions that need to happen.
5. **Start and end on time:** When groups get away from starting and ending on time, people lose motivation for attending meetings.
6. **Set ground rules:** Ground rules help ensure civility between members. Some examples of good ground-rules are: Test assumptions, share relevant information, and listen when others speak.
7. **Address conflict when it comes up:** Managing conflict can be challenging, but not dealing with it and letting it fester can be even worse.
8. **Use graphics:** Have someone scribe notes on a dry-erase board or poster paper to visually record people's thoughts for all to see and to help the group think through their decisions in new ways.
9. **Evaluate:** Take some time at the end of a meeting to ask participants what they thought worked well and what could be improved. Experiment with ways to improve meetings.
10. **Thank people for attending:** If people feel appreciated and valued, they are more likely to attend future meetings, especially if they are volunteers.

TO-DO LIST:

- Decide who will facilitate.
- Decide who will draft the agenda.
- Decide a time and location that works for the majority of meeting participants.
- Send out the agenda and minutes of the previous meeting prior to the meeting.
- Bring snacks and drinks so all participants will be nourished and at their best.
- Bring poster paper and markers to record notes and key decisions.
- Arrange the seating so everyone can see each other.

Ron Milam has over 14 years of experience facilitating meetings and developing leadership for over 50 organizations.

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