Ten Tips For Running A Successful Meeting

Created by Jacqueline Murphy Miller for CultivateNC
A successful meeting leaves people with a feeling that:

- Progress was made
- Time was wisely used
- People had fun
Tip #1
Share the Responsibility
Tip #2
Find a Good Meeting Location

Easily accessible?
People feel safe?
Adequate for the group size?
Space for projectors and flip charts?
Tip #3
Plan
An Agenda
Sample Meeting Agenda

• **Welcome and Introductions:** Display a large copy of the project goals at each meeting. Define what NEEDS to be accomplished today.

• **Project Updates:** Ask each team member to provide an update. Make a list on a flip chart of problems that were encountered.

• **Brainstorm Resolutions:** Review project goals and objectives; brainstorm resolutions
Agenda continued

List the Next Steps

- Who will be responsible for each step?
- Are there any obstacles that may keep you from moving forward?
- How can the team help? *(this list will be the basis for the next meeting agenda)*

Introduce New Items

- Allow time for education and dialogue
Agenda continued

Wrap-up Questions

• Does everyone have a good understanding about today’s plans?
• Does anything need to be clarified?
• Is there anything missing?
• Are there any suggestions or changes about the meeting location or format?

Set a date/time for the next meeting
Tip #4
Create A Visual Record
Tip #5
Encourage Participation
Tip #6
Establish Ground Rules
Majority Rules
or
Consensus
Tip #7
Setting Deadlines will Stimulate Action
Tip #8
Conflict Management
Strategies for Handling Conflict

• Lead the discussion away from intense language

• Promote information sharing
Tip #9
Keep The Meetings Short
Tip #10
Celebrate the Small Wins!
BONUS TIPS:

Strategies for minimizing common meeting obstacles
Working Towards Group Agreement

1. When participants seem totally blocked and unable to break through an impasse, go back to the initial question or purpose of the activity and restate it.

2. Ask which alternatives are supported by data.
When a Point is being Discussed to Long
Coping with a One-Person Show
When a Speaker Drifts from the Subject
When a Participant has Difficulty Expressing Their Thoughts
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Adapted from Growing Communities Curriculum: Community Building and Organizational Development through Community Gardening (2nd Edition)
Columbus, Ohio: American Community Gardening Association