



Empowering People · Providing Solutions

A successful meeting leaves people with a feeling that:

- Progress was made
- Time was wisely used
- People had fun





Tip #1



Easily accessible?

People feel safe?

Adequate for the group size?

Space for projectors and flip charts?

Tip #2 Find a Good Meeting Location



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

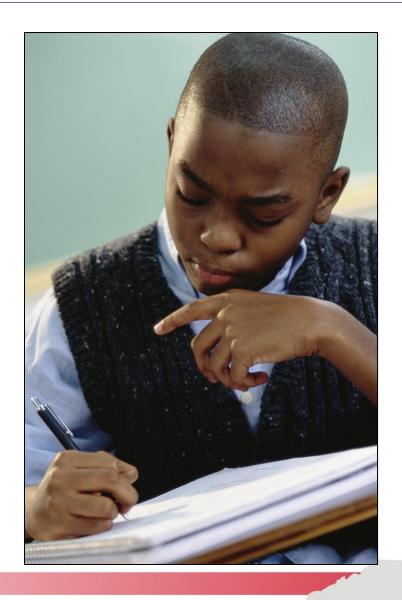
Wrap-up Questions

- 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

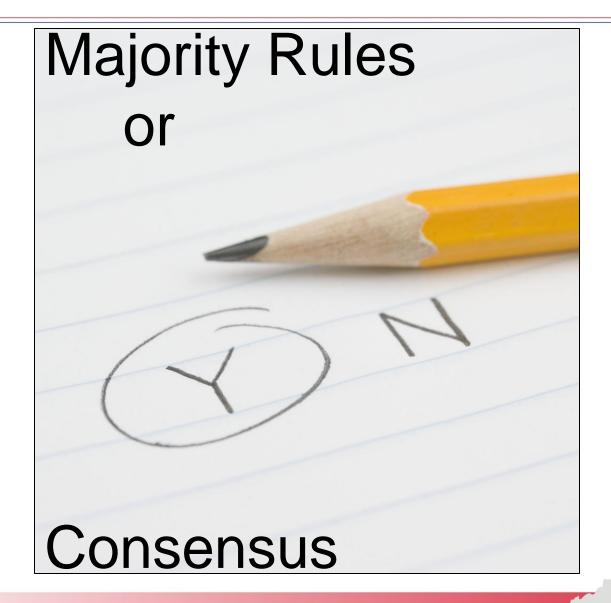


Tip #4 Create A Visual Record











Tip #7 Setting Deadlines will Stimulate Action



Tip #8 Conflict Management

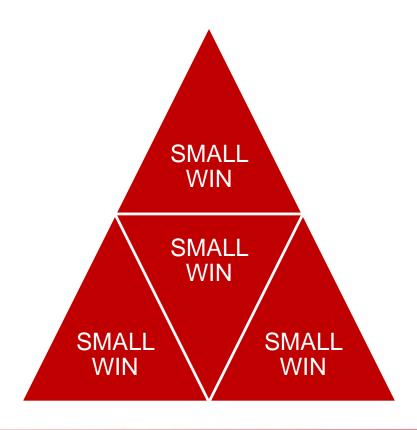
Strategies for Handling Conflict

 Lead the discussion away from intense language

Promote information sharing



Tip #10 Celebrate the Small Wins!



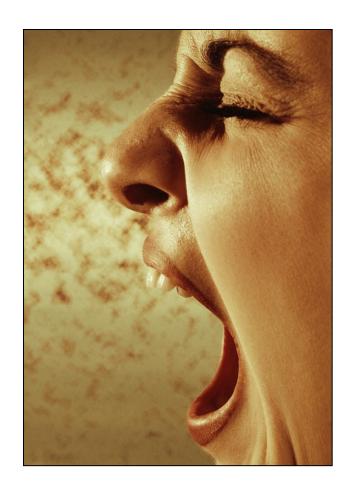
BONUS TIPS:

Strategies for minimizing common meeting obstacles

Working Towards Group Agreement

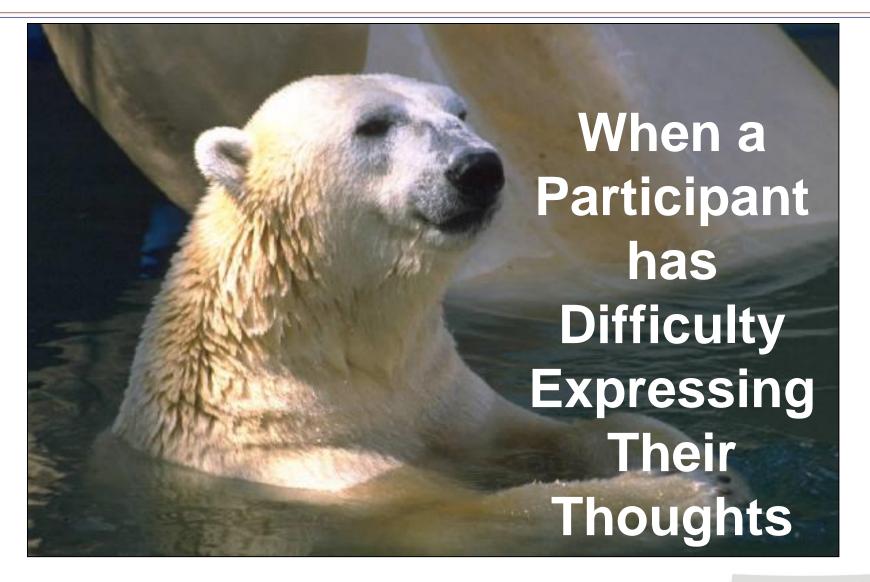
- 1. When participants seem totally blocked and unable to break through an impasse, go back to the initial question or purpose of the activity and restate it.
- Ask which alternatives are supported by data.

When a Point is being Discussed to Long





When a Speaker Drifts from the Subject



Ten Tips for Running Successful Meetings

Adapted from *Growing Communities*Curriculum: Community Building and
Organizational Development through
Community Gardening (2nd Edition)
Columbus, Ohio: American Community
Gardening Association

