



Conclusion

Meetings get a bad reputation. Most of us have complained about *“having too many meetings”* or *“wasting time in unproductive meetings”* at one point or another. But it doesn't have to be that way. With effective preparation and facilitation, you can get the greatest return on your time investment.



Do's and Don'ts



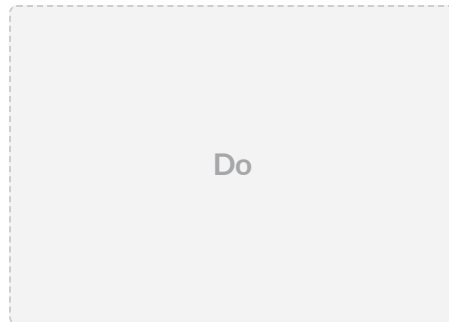
Summary

Do's and Don'ts



Check Your Understanding

Do you know what it takes to run an effective meeting? Check your understanding by reviewing the following sorting activity. Drag and drop each statement into the correct category: **do** or **don't**.



Schedule meetings sparingly and only when necessary.

Create and distribute an agenda before the meeting.



Redirect or avoid discussions unrelated to the meeting objectives.

Arrive and start meetings on time.

Promote equal participation and open communication.

Be curious and seek to understand or build on others' ideas.

Schedule meetings during natural transition times.

Keep meetings short—ideally, 30 minutes or less.

Don't

Schedule a meeting when a short email or message would do.

Invite meeting attendees arbitrarily or gratuitously.

Dominate the conversation.

Allow meetings to run over the designated time.

Be disrespectful or insult others.

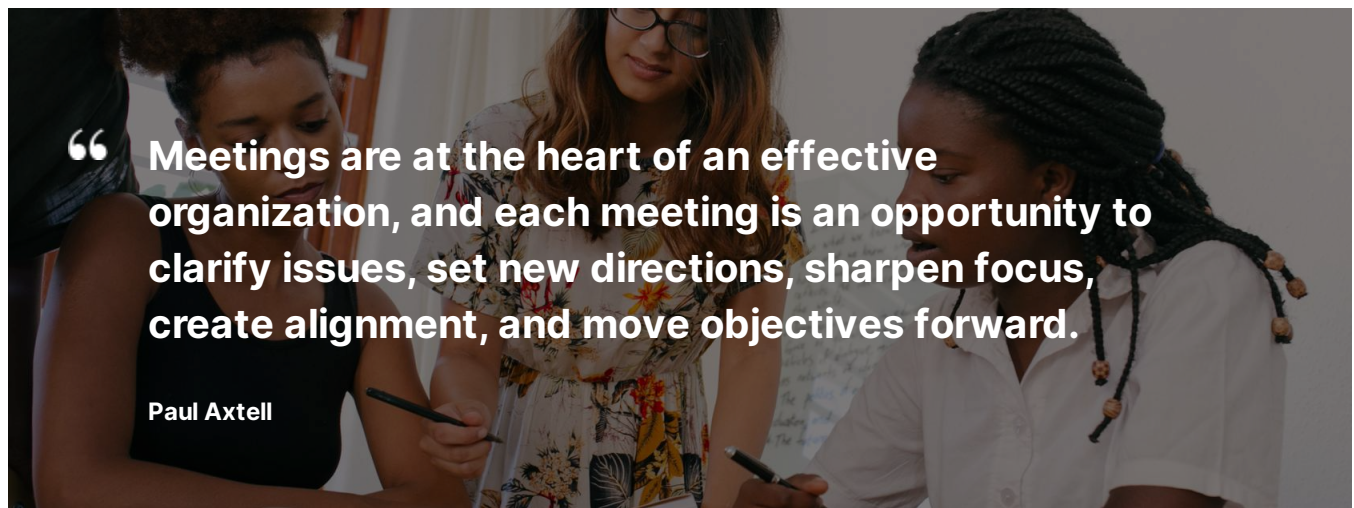
Keep questions or disagreements to yourself.

Host a meeting without a well-defined objective.

CONTINUE

Nice work! Continue forward to the course summary to finish up.

Summary



“ Meetings are at the heart of an effective organization, and each meeting is an opportunity to clarify issues, set new directions, sharpen focus, create alignment, and move objectives forward.

Paul Axtell

Key Takeaways

Meetings get a bad reputation. Most of us have complained about *“having too many meetings”* or *“wasting time in unproductive meetings”* at one point or another. But it doesn't have to be that way. With effective preparation and facilitation, you can get the greatest return on your time investment.

For Meeting Facilitators



Think before you schedule. Ask yourself, *“Is this meeting necessary? Could I handle this task, collaborate on this project, or*

solve this problem without meeting?” Avoid scheduling meetings arbitrarily.

2

Set an agenda. Every meeting should have a clear purpose, direction, or goal. Create a meeting agenda to communicate your objectives and discussion topics in advance. This allows participants to prepare and helps everyone stay focused.

3

Encourage equal participation. Don't let a few people dominate the conversation. Call on individuals to take turns sharing their thoughts or ideas.

4

Manage the clock and discussion. Start and stop meetings on time. Intervene if the discussion deviates off topic. Also, keep the meeting moving forward by setting time limits or discouraging attendees from rehashing the same points or ideas.

For Meeting Participants

1

Prepare and arrive on time. Review the meeting agenda or other necessary materials and collect your thoughts before the meeting. Arrive at the meeting on time or a few minutes early.

2

Participate and be present. Be fully present and engaged during the meeting. Pay attention and set aside distractions. Also, voice your ideas, thoughts, expertise, disagreements, and questions openly.

3

Collaborate effectively. Treat others with respect and empathy—even if you disagree with their ideas. Try to understand and build on others' ideas when you can. Also, avoid dominating the conversation—leave room for others to speak.

4

Stay on topic. Stick to the meeting agenda or objectives. Save unrelated discussion topics for another time.



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Summative Assessment.**