



Running a Meeting

Have you ever been to a meeting that seemed pointless or disorganized? Have you ever left a meeting feeling that you knew more going in than you did going out?

Managing and running a meeting is crucial for the effectiveness, organization, motivation, and energy of a group. Without having a purpose, a plan, and an attentive audience, it is difficult to make a meeting a success. By preparing far in advance and informing your group of the meeting and its purpose, you provide a positive and organized atmosphere for a meeting to take place. Read on for tips to help you achieve a meeting that will be a success!

Making an Agenda

Below is a sample agenda that you may use for a meeting you are facilitating. Keep in mind that it is important for people to receive the agenda via mail or email prior to the meeting so that they are aware of what will be happening once they get there. This way they are more prepared and are more easily able to participate.

??? Club Meeting
Day, Date
Time
Location

Purpose of the meeting:

1. Ice Breaker/Warm up Activity—Person Responsible—10mins. (time allotted)
2. Review Agenda—5mins.
3. Update on previous weeks meeting—5mins.
4. Agenda Item #1—Person Responsible—5mins.
5. Agenda Item #2—Person Responsible—10mins.
6. Agenda Item #3—Person Responsible—15mins.
7. Comments/Questions—5mins.
8. Announcements—5 mins.

** Consider an appropriate order for the agenda that makes sense with the flow of the meeting.**

Questions to Ponder....

How many people are you expecting at the meeting?

Do you have an appropriate space to hold the meeting?

What do you hope to accomplish at this meeting?

When everyone leaves this meeting, what will be the evidence that something has been achieved? What will the group have to show for its efforts?

If your group has identified its overall goals, what is the key thing it needs to do next?

Is this a new group? If so, what key things can be accomplished at a first meeting? What can wait for later in the semester?

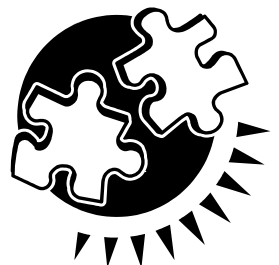
What do you as the facilitator need to do to feel fully prepared for the meeting?

What can you delegate to others to make the meeting a success?

What are some potential roadblocks you could run into at your next meeting?

Tell me and I'll forget. Show me and I'll remember. Involve me and I'll understand.

-- Confucius



Quick Tips

For Keeping a Meeting Productive

- Meet only when it is essential.
- Focus the meeting on a reasonable end result.
- Give people assignments ahead of time, if necessary to save time during the meeting.
- Take time to design a meeting that involves everyone, keeps people focused, and maximizes the synergy and creativity of the group.
- Make sure the right people are in attendance.
- Begin and end on time.
- Keep the group focused on the end result.
- Leave some time for diversions and light socializing to help build an atmosphere of openness and trust (not to waste time).
- Add some spice and variety with activities, visual aids, demonstrations, color, or a speaker.
- Do not plan too long a meeting, as people may have other obligations.
- If the meeting must be long, make sure people know its importance and make it worthwhile to attend. Also make sure they know ahead of time that it will be a long meeting.
- If the group comes to a roadblock to achieving its goals, offer the group the option of disbanding the meeting.
- Give each group member a turn at doing a short team building event or presenting an agenda item so that everyone in the group feels that they have a purpose.
- Ask for agenda items ahead of time.
- Send out an agenda ahead of time either through campus mail or email.

Pieces of Leadership
brochures are available on
the following topics:

Budgeting
Communication
Conflict Resolution
Delegation
Facilitation
Goal Setting
Group Dynamics
Ice Breakers/Team Builders
Mission Statements
Motivation
Officer Transition
Peer Supervision
Program Planning
Qualities of a Good Leader
Running a Good Meeting
Stress Management
Time Management
Wellness

*The information provided in this brochure
was adapted from:*

Rees, Fran (ed.), *The Facilitator Excellence
Handbook, 2nd Edition. 2005.*

For more information on the topics
listed above or to access the
resources in our
Leadership Library,
please visit the

**Office of Student Activities and
Leadership Development**

Located on the
First Floor of the
Usdan University Center
860-685-2460

or check out our website at

<http://www.wesleyan.edu/stuact/>

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Tips for the Wesleyan Leader

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*Building your Leadership
one piece at a time...*