

How To Run An EFFECTIVE BUSINESS MEETING

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SPEAK UP FOR SUCCESS

Design:
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START WITH YOUR END GOAL IN MIND



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INVITE ONLY THE PEOPLE YOU NEED



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ASK THEM TO PREPARE

- * Distribute **agenda**
- * Circulate **materials**
- * Spell out your **expectations**



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BUILD CONSENSUS IN ADVANCE

(Particularly If Senior Leaders Are Involved)



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STAY IN CONTROL

- ✦ Set discussion **rules**
- ✦ Stick to **time frames**
- ✦ Stay **on topic**
- ✦ Summarize as **each point** is discussed



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OBSERVE THE W'S

- ✦ **Who** will take action?
- ✦ **What** will they do?
- ✦ **When** is it due?
- ✦ Review commitments **during the meeting**
- ✦ Circulate **in writing**



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FOLLOW UP

- ✦ **Ask** people how their tasks are going
- ✦ **Remind** them about the deliverables and deadlines they agreed to
- ✦ Keep it **simple** and businesslike
- ✦ If necessary, bring in the **big guns**

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SUMMARY

- * Plan with **your end goal** in mind
- * Invite only the people you **need**
- * Have them **prepare**
- * Build **consensus** in advance
- * Stay in **control** of the discussion
- * Note **who** will do **what** by **when**
- * Follow up **in writing**

And check out this excellent resource:

