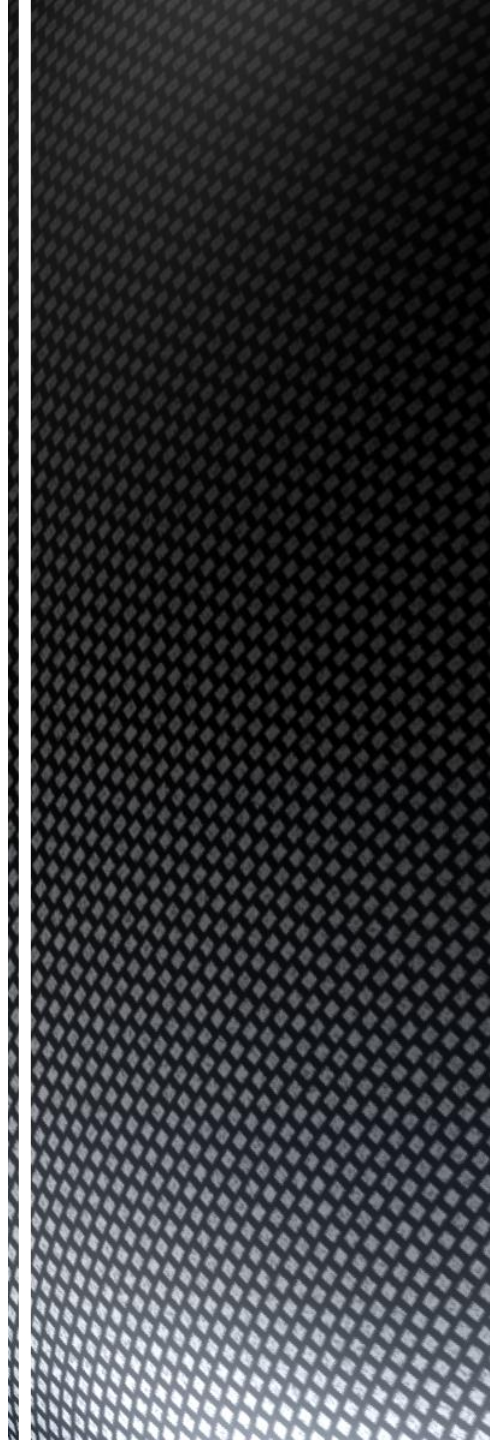


# Facilitating an Effective Meeting

Presented by: Randy McGlenn



By the end of this  
workshop,  
participants  
should:

- Recognize key factors that create an effective meeting
- Assess conditions when a meeting is needed
- Describe the components of conducting a meeting, before, during and after
- Differentiate characteristics between a Robert's Rules and Consensus Model meeting.

- ✓ Clear Objective
- ✓ Relevant Attendees
- ✓ Agenda
- ✓ Time Management
- ✓ Engagement
- ✓ Action Items and Follow-up

## Characteristics of a Good Meeting

- Is a Meeting Necessary?
- Purpose and Goal
- Attendees
- Agenda Creation
- Logistics

## Planning an Effective Meeting

- Before the Meeting
- Start Strong
- Facilitation
- During the Meeting
- Active Listening
- Time Management
- After the Meeting
- Recap and Assign Actions
- Follow-up

## Conducting an Effective Meeting

- Robert's Rules of Order
  - Useful for large assemblies
  - Emphasizes voting and majority decisions
  - Often follows a more structured hierarchy with a designated chairperson
  - Objective is to efficiently make decisions and proceed with the business at hand
- Consensus Model
  - Useful for small workgroups
  - Aim for agreement or consent from all or a substantial majority of participants
  - Tends to involve more shared leadership and collaboration
  - Objective is to ensure decisions are inclusive and widely accepted by the group

## Two Methods for Conducting Meetings



Questions?