

# Conducting Meetings

Meetings are important because that is where an organization's culture and climate perpetuates itself. Meetings are one of the ways that an organization tells its workers, "You are a member."

Listed below are some guidelines for conducting an effective meeting.

## Preparing for a meeting:

- Define the objectives and desired outcomes
- Determine if a different activity could be used to accomplish your objectives besides a meeting
- Decide who needs to attend
- Set up meeting place, date, and time
- Create an agenda
  - Estimate length of meeting
  - Determine topics to be covered
  - Assign roles and responsibilities to participants

## Conducting a meeting:

- Communicate purpose and desired outcome to participants
- Clarify type of participation and interaction desired
- Set the ground rules
- Stay focused on agenda topics
- Acknowledge and reinforce constructive contributions
- Summarize key points and ask for agreement
- Review assigned action items
- Evaluate how meeting went
- Close meeting by sincerely thanking participants for their participation and contributions

## Follow up to a meeting:

- Create meeting minutes
- Distribute minutes to participants
- Monitor progress on next steps

Conducting Meetings by Don Clark <http://www.nwlink.com/~donclark/leader/leadmet.html>

For more information on conducting meetings, please attend our workshop *Effective Meetings* and see our course catalog for more workshop offerings.



## Governmental Services Center

@ Kentucky State University  
 ASB, 4th Fl  
 400 E. Main St  
 Frankfort, KY 40601

Phone: 502-564-8170  
 Fax: 502-564-2732  
<http://personnel.ky.gov/gsc>

