



May 2008 Leadership Tip of the Month

Running Great Meetings

Things To Do

- Get feedback from key group members regarding what they want from group meetings
 - Remind people to come prepared (when applicable)
 - Get input on developing agendas
 - Make the tone upbeat, developmental, and enjoyable
 - Gain group agreement on meeting standards and protocols (side conversations, Blackberry usage, decision-making processes, brainstorming rules, etc.)
 - Start and end on time
 - Facilitate wide inclusion via small group and large group discussions
 - Get the group to make decisions!
 - End with commitments, names, actions steps and timelines
 - Start the next meeting with a report out on the status of action steps
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Previous 2008 Leadership Tips of the Month

January – Tout the successes of your group

February – Leaders as watchers

March – Shift from present to future

April – Coaching style of leadership

