

TIP: EFFECTIVE MEETING - WORKING WITH OTHERS

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Focus: Working with others

The tip "How to organize a meeting step-by-step" is about providing guidance on planning and conducting meetings effectively. It can be applied in various situations and contexts where meetings are necessary for communication, collaboration, decision-making, or problem-solving. This includes:

1. Professional Settings: Organizing meetings in a business or corporate environment to discuss strategies, updates, projects, and other work-related matters.
2. Educational Settings: Educators can use this tip to teach students how to organize and conduct meetings for group projects, club activities, or student government.
3. Community and Nonprofit Organizations.
4. Government and Public Sector: Planning meetings for government agencies, councils, or community boards to discuss public policies, civic matters, and community development.
5. Social and Personal Settings.

This tip provides a structured approach to ensure meetings are productive, well-organized, and achieve their intended objectives, regardless of the specific context.

Purpose and recipients

The tip "How to organize a meeting step-by-step" serves the purpose of providing a systematic guide for planning and conducting meetings effectively. It is useful for several reasons:

1. Efficiency: It helps streamline the meeting preparation process, ensuring that time is used efficiently and meetings stay on track.
2. Clarity: By following a step-by-step approach, organizers and participants have a clear understanding of their roles and responsibilities, leading to more productive discussions.
3. Engagement: Organized meetings tend to be more engaging and participatory, encouraging active involvement from attendees.
4. Effective Decision-Making: Structured meetings enable better decision-making, as relevant information is presented and discussed systematically.



Direct and indirect recipients of this tip include:

- Meeting Organizers: Those responsible for planning and conducting meetings directly benefit from this tip as it provides a structured framework for effective meeting management.
- Meeting Participants: Attendees indirectly benefit from well-organized meetings, as they are more likely to engage in meaningful discussions and contribute to decision-making.
- Organizational Teams: Teams within professional, educational, or community settings benefit from improved meeting organization, as it enhances collaboration and communication.
- Educators and Trainers: Teachers and trainers can use this tip to educate students and learners on essential meeting management skills.
- Professionals: Anyone in a professional or leadership role who needs to organize and lead meetings can apply this tip to enhance their meeting management skills.

Description of the tip

1. Define the Meeting Purpose and Objectives: Begin by clarifying the purpose of the meeting and setting specific objectives. Determine what you aim to accomplish during the meeting.
2. Select Participants and Set the Date and Time: Identify the individuals who should attend the meeting based on their relevance to the agenda. Choose a suitable date and time that accommodates participants' schedules.
3. Create an Agenda: Develop a clear and concise agenda that outlines the topics to be discussed, the order of discussion, and the time allocated to each item.
4. Prepare Meeting Materials: Gather any necessary documents, presentations, or materials that will be used during the meeting. Share these materials with participants in advance, if possible.
5. Choose a Suitable Meeting Format: Decide whether the meeting will be in-person, virtual, or a hybrid format. Select the appropriate technology and platform for virtual meetings.
6. Assign Roles and Responsibilities: Specify the roles of meeting participants, such as the facilitator, timekeeper, note-taker, and presenters. Ensure everyone understands their responsibilities.



7. Send Invitations and Reminders: Distribute meeting invitations to participants with details about the agenda, date, time, and location (or virtual meeting link). Send reminders as the meeting date approaches.

8. Conduct the Meeting: During the meeting, follow the agenda, encourage participation, and maintain a focus on the objectives. Manage time effectively to cover all agenda items.

9. Document Meeting Minutes: Appoint a note-taker to record key discussion points, decisions, and action items. Distribute the meeting minutes to participants after the meeting.

10. Follow Up and Implementation: Ensure that action items and decisions made during the meeting are followed up and implemented as necessary. Monitor progress and assign responsibilities for tasks.

Best practices or useful examples

David Grady: How to save the world (or at least yourself) from bad meetings

8 Tips for Running More Effective Meetings | The Distilled Man

HOW TO SPEAK WITH CONFIDENCE IN MEETINGS: 3 Ways to Communicate with

Confidence in Business Meetings

