

## Mastering Great Meetings

### Great Meetings Formula for Success

*Written by Myriam Laberge, 2010*

Follow our **Great Meetings Formula** to confidently ensure your next meeting success ...

- = **Great Outcomes** (time-effective, focused, productive, broad buy-in) are the result of
- + **Great Process** (engaged, focused, creative, good pace/energizing) + that fosters
- + **Great Interactions** (safe, respectful, positive, builds common ground and learning)

*How confident are you and your staff right now in planning, preparing for, and facilitating Great Meetings?* Ensure your meeting effectiveness by attending to the six keys to masterful facilitation which follow.

**Masterful Agenda:** Create an effective, focused and thoughtful agenda that clarifies the reason for meeting, the results to be achieved, the people who should attend given the purpose and desired results, and the topics and questions to be addressed.

**Answer Questions on Their Mind:** Start your meeting right, answering the questions that are on participants' minds, for example, "What is this meeting about?"; "What will we discuss?"; "Why am I here?"; "Will it be safe for me to participate?"

**Strategies for Functional Behaviour:** Pro-actively adopt effective strategies for preventing dysfunctional behaviour in meetings, e.g., gain agreement on ground rules; adopt appropriate facilitation techniques and methods for the work and group culture.

**Transform Conflict Into Creativity:** Ensure participant contributions are informed, generative, and wise by building on diverse experiences and perspectives, and ensuring the right base of information from the start.

**End with Clarity/on Time:** Close the meeting with clarity on outcomes and commitments, an appreciation for participants' time and involvement.

**Report for Follow-Up:** Document and distribute meeting notes on decisions made, as signed actions and accountabilities, and outstanding issues for future meetings.