

# Leading Effective Meetings Webinar - Quick Reference Sheet

## Getting Started

Meetings require skill and technique in order for the meeting to achieve its purpose. Disorganized and poorly managed meetings waste time and hurt your credibility as a meeting manager. Consistently leaving a poor impression with the attendees will haunt you, if left unchecked.

*Meetings without an agenda are like a restaurant without a menu.*

*Susan B. Wilson*

## The Basic Essentials

- Tables
- Power
- A/V setup
- Projector
- Whiteboard
- Water

## Creating the Agenda

- **S**eek topics from your participants
- **O**rganize topics into a list
- **A**ssess which topics are relevant to the meeting purpose
- **P**ick the number of relevant topics that will fit into your meeting time

## Performance Goals

- Seek topics from your participants
- Organize topics into a list
- Assess which topics are relevant to the meeting purpose
- Pick the number of relevant topics that will fit into your meeting time

## Physical Arrangement

- **Conference style seating:** This type of setup is good for short meetings with less than 30 participants.
- **U-shape seating:** This is effective where face-to-face interaction is desired.
- **T-Shape seating:** This is used for face-to-face and large group meetings
- **Classroom style seating:** This type of seating is best when learning is going to take place and the participants need to take notes.

## Technology Considerations

- Avoid using technology just for the sake of using it. Use it only when it is necessary.
- Is the complexity of adding the technology outweighing the potential glitches?
- Are you capable enough to handle any issues that may arise during your meeting?
- Is your audience capable of handling the technology?
- Will you have adequate support from your IT department?
- Are there any costs that you have to consider?