

# RUNNING AN EFFECTIVE MEETING



Improve workplace meetings with the help of the seven Attributes.

<b>ANALYTICAL</b>	<p><b>Before the meeting:</b> Establish meeting goals. Share the value and importance of the meeting.</p> <p><b>During the meeting:</b> Come back to the meeting objectives frequently. Ask questions.</p>	<p><b>Before the meeting:</b> Share the vision. Present the purpose of the meeting.</p> <p><b>During the meeting:</b> Seek ideas from everyone. Provide discussion and brainstorming time.</p>	<b>CONCEPTUAL</b>
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<b>STRUCTURAL</b>	<p><b>Before the meeting:</b> Detail the agenda. Have a start and end time for each topic.</p> <p><b>During the meeting:</b> Begin and end on time. Finish one topic before starting on a new one.</p>	<p><b>Before the meeting:</b> Identify the meeting's stakeholders. Consider group dynamics.</p> <p><b>During the meeting:</b> Establish rapport with a check-in. Create a positive environment.</p>	<b>SOCIAL</b>
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**1/3** ← **EXPRESSIVENESS** → **3/3**

Share agenda, objectives and pre-work in advance.      Encourage discussion during the meeting.

**1/3** ← **ASSERTIVENESS** → **3/3**

Work toward consensus.      Challenge ideas.

**1/3** ← **FLEXIBILITY** → **3/3**

Ensure decisions and next steps are defined.      Welcome all feedback and ideas.