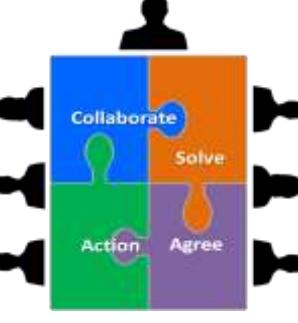


# **Successful**



# **MEETINGS**

## **@ Work**

### **MEETINGS @ WORK**

*Majority Are Not Viewed as Positive* ..... 1

### **MEETING OBJECTIVES**

*Meetings @ Work Have Two Primary Reasons* ..... 1

### **IS MEETING NECESSARY?**

*Ensure Meetings Are Needed to Get Everyone Engaged* ..... 2

### **15 TIPS: SUCCESSFUL MEETINGS**

<b>TIP 1:</b> Plan! Plan! Plan!	3
<b>TIP 2:</b> Right People	4
<b>TIP 3:</b> Establish Guidelines	5
<b>TIP 4:</b> Seating Arrangements	5
<b>TIP 5:</b> Lead or Facilitate?	6
<b>TIP 6:</b> The Beginning	7
<b>TIP 7:</b> Brain Stimulation	7
<b>TIP 8:</b> Participation & Engagement	8
<b>TIP 9:</b> Diverse Thinking Styles	12
<b>TIP 10:</b> Handling Disruptions	14
<b>TIP 11:</b> Resolve Conflicts	16
<b>TIP 12:</b> Brainstorming & Problem-Solving	17
<b>TIP 13:</b> Decision-Making Strategies	18
<b>TIP 14:</b> Follow-Up Plan - Action Items	18
<b>TIP 15:</b> End Meeting	19

### **APPENDIX A: ASSESSMENT APPENDIX B: ASSESSMENT**