**Action Plan for Running an Effective Meeting**

**Meeting purpose - what do you want to achieve?**

**Can this be handled by email?**



**What type of meeting are you having?**

**What is a good outcome?**

Do you want a decision?

Do you want to generate ideas?

Are you getting status reports?

Are you communicating something?

Are you making plans?



**Who needs to be at the meeting and how long should it last?**



**Preparing and sharing the agenda**

Share the agenda and supporting documents in advance with enough time for people to actually read them. Allow for input.



**Who can help you stay on time? Who can take notes?**



**How will you make your meeting engaging - encourage feedback and questions - assign parts of the meeting to others to help promote engagement? Be sure to laugh - who can help with this?**



**Play to your strengths - know yourself and know where you might need support - ask for it!**

