



# Leading High- Impact Meetings

**GUIDE**

# Preparing for Successful Meetings

## Decide if a meeting is necessary

Can your objectives be met through other methods, e.g., a video call or an email?  
If not, proceed with planning a meeting.



## Define meeting objectives

Clearly identify the purpose and desired outcomes of the meeting.  
What do you hope to achieve?



## Develop and share an agenda

- Develop a structured agenda: Outline discussion topics and allocate time for each item.
- Discuss the agenda with stakeholders to build consensus and engagement.
- Share the agenda with participants in advance to allow them to prepare.



## Invite relevant participants

Determine who needs to be present based on the meeting objectives and keep the attendee list focused.



## Gather necessary materials

Collect any documents, data, or presentations needed for the meeting and distribute them to participants beforehand.



## Choose the right time and place

- Select a convenient time and suitable (virtual or physical) location for the meeting.
- Ensure that the venue is equipped with the necessary technology and amenities or that the links for the online meeting and collaboration tools work.



### Tip

Share the agenda with key decision-makers ahead of time. They'll have the opportunity to review the topics, gather any necessary information, and formulate their thoughts beforehand.

# Running Effective Meetings

## Start on time

Begin the meeting promptly to respect participants' time and set a positive tone.



## Confirm expectations and the agenda

- Clarify the meeting objectives and review the agenda items.
- Encourage participants to provide any last-minute input or suggestions before diving into the discussion.



## Facilitate engagement

Encourage active participation from all attendees by asking open-ended questions, soliciting input, and fostering collaboration.



## Stay on track

- Keep the discussion focused on the agenda items and prevent tangents or distractions.
- Use timekeeping tools, such as a timer or agenda clock, to monitor progress.



## Manage dynamics

- Address any conflicts or disruptions that arise during the meeting promptly and constructively.
- Maintain a neutral and inclusive environment.



## Take notes

Designate someone to capture key points, decisions, and action items discussed in the meeting.



## Encourage decision-making

Guide the group towards consensus or decision points by summarizing key points, clarifying options, and seeking input from relevant stakeholders.



## Summarize action items

- At the end of the meeting, recap the key decisions made and assign action items to specific individuals.
- Clearly define responsibilities, deadlines, and expectations.



### Tip

Make sure roles are defined during the meeting. Decide who will act as the notetaker, timekeeper, and meeting leader (if it's not you).

By actively shaping the meeting's narrative through your note-taking, you can subtly influence the direction of the discussion and ensure that key topics are addressed in a way that supports your goals. Additionally, by taking ownership of the meeting's documentation, you position yourself as a trusted source of information and contribute to building consensus among participants.

# Following Up

## Document meeting minutes

- Send out meeting notes summarizing key discussions, decisions made, and action items assigned to individuals.
- Ensure clarity on responsibilities and deadlines.



## Monitor progress

- Follow up on action items and track progress toward meeting objectives.
- Provide support or guidance to individuals as needed to ensure accountability.



## Solicit feedback

- Seek feedback from meeting participants on the effectiveness of the meeting format, facilitation, and outcomes.
- Use feedback to continuously improve future meetings.



## Communicate outcomes

- Share meeting outcomes and updates with relevant stakeholders who were not present at the meeting.
- Ensure transparency and alignment across the organization.



### Tip

Encourage participants to provide feedback on the meeting format, content, and effectiveness. This can be done through surveys, one-on-one discussions, or informal feedback channels. Use this input to improve future meetings.