Effective Meetings

Most people do not like to attend meetings, especially if they consider them a waste of time. There are several key elements to a successful meeting.

Following are some of the key elements of a successful meeting:

- There must be a reason to meet
- A skilled and effective leader
- Pre-meeting preparation
- Appropriate meeting place
- Appropriate room arrangement
- Procedure to move things along
- Conflict resolution
- Effective conclusion of meeting
- Follow-up after the meeting
- Commitment of Participants

The University of Arkansas Cooperative Extension Service conducts workshops on effective meetings. During the presentation, a variety of learning styles are used to demonstrate the various elements of the effective meetings.