

Volunteer Leader Training Guide

Creating Successful Meetings

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Introduction

Have you ever attended a meeting and later wondered why you came at all? Poor meetings leave you frustrated that little was accomplished or that your presence was unnecessary. Successful meetings leave you with a sense of accomplishment and energized to take further action. If you follow a few basic, common sense rules, your meetings will be successful every time.

Target Audience

- EHC
- Adults

Objectives

- To identify the key elements that create a successful meeting
- To learn the actions to take before, during and after the meeting
- To learn how to keep a meeting on track and on time

Main Teaching Points

- Elements of a successful meeting
- Actions to take before the meeting
- Value of different meeting room arrangements
- Actions to take during the meeting
- How to keep the meeting on track
- Basic parliamentary procedure
- Actions to take after the meeting

Handouts

- Top Five Reasons for Poor Meetings Worksheet
- Suggested Ground Rules for Meetings
- Meeting Room Arrangements
- *Pocket Guide to Parliamentary Procedure* (MP475)
- Meeting Checklist

PowerPoint

- *Creating Successful Meetings*

Evaluation

- Creating Successful Meetings Evaluation form

Suggestions for Teaching

Ask the audience the question “Have you ever attended a meeting that was not successful for any reason?” Ask them to take a few minutes to complete the **Top Five Reasons for Poor Meetings Worksheet**. Go around the room for about five or so minutes asking them to describe one item on their list. Write these as they are mentioned on flip chart paper or on a large white board. Refer to these issues in the training session with solutions to avoid these problems.

Present the PowerPoint asking for comments or questions as you go. Review the Elements of a Successful Meeting at the beginning and the end.

Refer them to the **Meeting Checklist** as a resource to avoid problems for future meetings. Have participants complete the evaluation.

References

- Schindler-Rainman, Eva, Ronald Lippitt and Jack Cole (1988). *Taking Your Meetings Out of the Doldrums*, University Associates, San Diego, California
- *Conducting Better Meetings* (Community Tool Box) (2013). Retrieved from <http://ctb.ku.edu/en/default.aspx>
- Romano, Jr., Nicholas C., and Jay F. Nunamaker, Jr. (2001). Meeting Analysis: Findings From Research and Practice, Proceedings of the 34th Hawaii International Conference on System Sciences.