



# Lesson 3

## Conducting a Meeting



# Objectives

Identify the six steps to conducting a meeting

Organize the six steps to conducting a meeting

Recognize the implementation of steps three through six of conducting a meeting



# Steps for Conducting a Meeting:

- ✓ 1) Identify participants
- ✓ 2) Develop an agenda
- 3) Open the meeting
- 4) Time management
- 5) Evaluate the meeting
- 6) Close the meeting



# Opening the Meeting:

- Start on time.
- Model the energy you want to see.
- Welcome attendees and thank them for their time.
- Review the agenda.
- Clarify your role.
- Establish ground rules.



# Time Management Tips:

- Ask attendees to help keep track of time.
- If a topic is getting off course, ask for everyone's help in resolving.
- If no resolution is possible, advise the team that you will follow up with your suggested resolution.



# Evaluate the Meeting:

- Save 5 – 10 minutes at the end of the meeting.
- Ask participants if the meeting met their expectations and if their needs were met.
- Have team members rate the meeting from 1 – 5, 5 being the highest.
- Ask for clarification if you need it.



## Close the Meeting:

- End on time.
- Clarify next steps/ actions.
- Attempt to end on a positive note.



# Summary

Identified the six steps to conducting a meeting

Organized the six steps to conducting a meeting

Recognized the implementation of steps three through six of conducting a meeting

