

## Conducting an Effective Meeting

### A. THE PREPARATION

1. Decide on the purpose of the meeting. If it is only for discussion, do you really need to meet?
2. Develop a meeting plan (i. e., who, what, when, where, how, why, etc.).
3. Identify the meeting leader.
4. Prepare and distribute the meeting agenda.
5. Set up the meeting area (flip charts, overhead projector or any items needed).

### B. THE BEGINNING

1. Start on time.
2. Introduce the meeting leader.
3. Allow team members to introduce themselves.
4. Ask for a volunteer timekeeper and a volunteer recorder
5. Review, change, or revise the order of the agenda.
6. Establish time limits.
7. Review any prior meeting action items.

### C. MEETING ETIQUETTE

1. Be sure you are recognized before speaking – don't interrupt others.
2. Be brief and to the point.
3. Make your point calmly.
4. Keep an open mind and listen to others attentively.
5. Listen without bias and respect other opinions.
6. Understand what is said. If you don't understand, then please ask for clarification.
7. Avoid side conversations.
8. Avoid personal agendas.
9. Come prepared to do what's good for the hospital.
10. Have fun. 😊

### D. ENDING

1. Develop action items (who, what, when, where, how).
2. Summarize the meeting with the group.
3. Establish the date and time for a follow-up meeting.
4. Evaluate the meeting.
5. End on time.

### E. THE NEXT STEPS

1. Prepare and distribute the meeting summary or minutes.
2. Follow up on action items.
3. Go to "Preparation" and start over for the next meeting.