



More Human.
More Resources.

KGA BEST PRACTICES: MEETING MANAGEMENT TIPS

For Attendees

1. Post ground rules that can be referred to during the meeting. Help to make each meeting a positive and professional experience. Everyone can help the meeting stay on topic. A topic that involves a limited number of people should be addressed with a side meeting instead of trying to fit it into a bigger meeting for “efficiency.” Show up on time and pay attention during the meeting. Avoid reading email in meetings. Keep PDAs on buzzer and leave the room if you have to respond to a critical phone call. Avoid side conversations. Take notes and make contributions when possible.
2. Bring all of your reference materials to the meeting. At the end, join in debriefing the meeting. Share comments about the meeting to avoid doing it later in a “behind closed doors” manner. After the meeting, complete all quick actions (less than 5 minutes) right away. Add the others to your to-do list or project list.

For Facilitators

1. Ask for agenda items and time allowances at least 24 hours in advance so you can organize the agenda. If participants need to be present for certain items, schedule them at the beginning of the meeting or at a specific time. Check to see if people will be calling in so you can email them all of the materials in advance.
2. Bring all of your reference materials. Consider how to help “quiet” people participate and “talkers” to share the time equally with others. Include remote callers in the conversation.
3. Start on time and end on time. Leave 5 minutes to debrief at the end. Ask for feedback about how the meeting could have gone better. Agree on future meeting times. Make sure that all projects and tasks are assigned and expectations are clear. Create a list of unassigned projects to track.

For Scribes

Highlight key issues, action items, and completion dates that were agreed to in the meeting. Record who is accountable for each project. Distribute the minutes within two days of the meeting, in email format.

KGA, INC.

THE MEADOWS, 161 WORCESTER ROAD, FRAMINGHAM, MA 01701
TEL 508.879.2093 FAX 508.875.5574 www.kgreer.com