Tips for Facilitating a Meeting

Set Ground Rules

(let the group help set these and agree on them; then type them up and hand out or post on wall where you meet)

Examples:
- Start on time
- End on Time
- If you are late, you are responsible for finding out what you missed AFTER the meeting
- 1 person talk at a time
(Ground Rules Cont.)

- When talking be concise
- The person in charge of the meeting can end a discussion on an item (to be taken up at a later time) in order to move the meeting along
- Don’t interrupt people
- Be Honest
- Be willing to compromise
- Use 1st names (leave titles at the door; everyone is equal)
- Respect others.
Tips for Facilitating a Meeting cont.

• **Being An Effective Facilitator:**
  • Keep the Group Small
  • Announce the meeting in Advance
  • Use Round Robin to Collect Ideas
• Encourage people to discuss idea with group, not originator
• Rephrase criticism in a positive way
• Ask for positive remarks from a negative person
• Keep summing up areas of agreement
Celebrate the Short Term Accomplishments
• Reward/Recognize the Team Effort
• Build Momentum
• Look for Short Term Results