SIMPLE TIPS FOR

EFFECTIVE MEETINGS

Farm Bureau University

LEARN THE ART OF THE PRE-MEETING

SETTING THE AGENDA

- What do you want to accomplish?
- List the purpose of the meeting at the top of the agenda.
- Create the agenda—reach out to stakeholders for items to be discussed.
- Distinguish between information to be reported and information to be discussed.
- Determine how much time each topic will require.
- Make the agenda *action-oriented.
- Send out the agenda 1 week prior to the meeting.

*Action-oriented words: brainstorm, determine, list, rate, evaluate, explain, preview, draft, gather, revise, decide, assign, prepare, present, plan, organize, resolve, compare
TIPS FOR MANAGING THE MEETING

- Begin and end on time.
- Establish discussion times.
- Assign a timekeeper.
- Park topics that don’t belong in the meeting.
- Use Parliamentary Procedures.
- Involve everyone in the discussion.
- Make decisions.
- Give specific assignments to specific individuals and provide a time table for completion.
- What needs to be communicated from the meeting? Who will communicate it? How will it be communicated?

AFTER THE MEETING

- Send out minutes shortly after the meeting. Include action items, assignments, and the date for the next meeting.
- The meeting leader follows up with participants on action items.

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