

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

DURING 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?*



MEETING FOLLOW-UP

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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