

Download How To Run A Meeting

Productive, valuable, and engaging meetings require a clear goal, an open dialog, and a strong leader. This will ensure that each meeting runs smoothly and effectively - saving you and your team members time and money! Instead of allowing the meeting you run to blend in with the rest of the worthless -- and perhaps even painful -- meetings that attendees may have previously experienced, set yours apart by effectively planning for, and running, your meeting.³ A meeting helps every individual understand both the collective aim of the group and the way in which his own and everyone else's work can contribute to the group's success. The Meeting That Never Ended. It was a Friday afternoon in the fall several years ago and I had a meeting scheduled. There were two other people in the meeting who did much of the talking.