

# LEADERSHIP LAB

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## How to Have a Great Meeting

- Have a meeting before the meeting
  - When you're going to take people's time, it's important to prepare for that meeting with the right people.
  - We aren't meeting to talk about stuff. We are meeting to get stuff done.
  - Don't figure things out during your meeting.
  - Create an agenda and have people submit items before the meeting.
  - Communicate what content that is allowed
  - Have meetings after the meeting (if necessary).
  - Think through things.
  - Ask the right questions.
- Only invite people who need to be at the meeting.
  - When you invite someone to a meeting that does not need to be there, we lose credibility from them. We must take the time to invite the right people and prepare for those people.
- Keep it short, but effective.
  - Get to the point!
- Understand the tone of the meeting
  - Some might include food or an element of surprise
  - Some should be quick
  - Some include just details
  - Meetings don't have to be boring! If they are, we need to look in mirror.
- Establish rules for the meeting.
  - Whatever type of meeting, there should be a foundation of respect.
  - All ideas are respected.
  - Ideas aren't owned. Once we share the idea, we release it with the freedom to be used or not used.
- Create a system of accountability.
  - Everybody knows that action is expected.
  - People will feel the responsibility of doing what was assigned.
  - Follow-up when assignments are met.

### Discussion Questions:

How would you describe the way you feel after you've left what you consider a great meeting?

What are some ways you prepare for meetings?

How does it make you feel when someone has not prepared for a meeting?

Since meetings are crucially important for communication and execution, what are things that you like to take away from a meeting so you feel like you can fulfill your role?