

Guidelines for Effective Meetings

- 1. Prepare appropriately before the meeting begins**
- 2. Start and finish on time, follow the agenda**
- 3. Take all phone calls and send all messages outside**
- 4. The facilitator has authority to set ground rules and steer the conversation**
- 5. Everyone's contributions can be valuable**
- 6. Be a respectful listener**
- 7. One person speaks at a time**
- 8. Express your thoughts as briefly as possible, and then let others contribute**
- 9. Be professional, calm and positive**
- 10. Focus on solutions and action, not on reporting**