

Tips on Running a Meeting

As found in *“Guide to Meetings (Guide to Business Communication Series) 1st Edition”*

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Get More Done

- Set a clear agenda
- Redirect people back to agenda when they ramble or digress
- Draw out quiet people by asking in advance for a specific contribution
- Ask each participant’s opinion, when appropriate, to allow everyone to contribute
- Ask early for objections to avoid derailing discussions later
- Interrupt people who talk too long or talk to each other
- Set an ending time for the meeting and stick to it

Competing Needs of Meeting Management

maximize speed ⇔ maximize information

end on time ⇔ take time for creativity

prioritize task ⇔ prioritize process

emphasize individual ⇔ emphasize group

Avoid Dominating or Disruptive Behavior

<u>Disruptive/Dominating Behavior</u>	<u>Facilitator’s Response</u>
Hostile: “That will never work” or “Is that the best we can do?”	“How do others feel about this idea?” “You may be right; let’s review the facts.”
Loudmouth: constantly blurts out ideas	“Can you summarize your main point?” or “I appreciate your comments. Let’s hear from others.”
Interrupter: starts talking before others are finished	“Please wait a minute. Let’s stick to the ground rules and let people finish.”
Silent disrupter: reads, rolls eyes, fidgets, etc.	Try to draw the person into the discussion, or talk to the person individually during a break.