



Effective Meetings

Learn Now Guide

Meetings are a part of our jobs, but how productive and effective are they? Use these suggestions below to improve the quality of your meetings.



Learn on your own

- **Study "[How to Run a More Effective Meeting](#)"** and resolve to make your next meeting a success.
- **Learn how to run a meeting effectively** by viewing this Lynda.com four-minute video, "[Tips for Successful Team Meetings.](#)"
- **Compare your meeting proficiency** by reviewing The Advisory Board Company's "[Anatomy of a Great Meeting.](#)"
- **Prepare, prepare, prepare.** "Winging" your meetings almost guarantees a lackluster, unproductive meeting. Make sure you are prepared. Watch this Lynda.com playlist, "[Preparing for Productive Meetings.](#)"
- **Learn how to [facilitate your meetings](#)** successfully. Watch this Lynda.com playlist to learn more.
- **Increase your meetings skills** by watch this Lynda.com video, "[After the Meeting](#)" to understand that it's not over once the meeting has ended.
- **Understand why your meetings may need revitalizing** in the book, **Death by Meetings**, by Patrick Lencioni.



Learn from others

- **Identify good meeting skills.** Identify a colleague or resource who is a successful meeting leader and watch how they facilitate their meetings.
- **Ask for feedback** on your meetings – what worked, what didn't work, and how to improve next time. Asking for feedback may work better in small groups or one-on-one instead of during the actual meeting. Never hold meetings past the end time just to ask for feedback. Always end the meeting on time!



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Learn by doing

- **Ask for feedback** and put those suggestions into practice.
- **Practice what you have learned.**
 - Evaluate the need for meetings as well as your reason for attending.
 - Use your new skills to facilitate your next meeting.
 - Always begin and end a meeting on time.

"Practice isn't the thing you do once you're good. It's the thing you do that makes you good."

Malcolm Gladwell, staff writer at *The New Yorker* and author