

# Secrets of a Good Meeting ...

## Affiliated

Shared Passion & Purpose  
Being heard  
Listening to others  
Use accessible language  
No acronyms  
Understand & Understood  
Opportunity for discussion  
Non antagonistic  
Spiritual involvement  
Use humor  
Make it safe to take risks  
Acknowledge differences  
Acknowledge contributions  
Tone of respect  
Acknowledge introverts  
Listen people with attention  
Have fun

## Technical

Have an agenda, set the agenda,  
Set timeframe  
Problem solve / Have 'nurturer'  
Have clear objectives  
Evaluate  
Follow-up (verbal/written)  
Achievable objectives within time  
Beginning, Middle and End  
Good Facilitation skills (chair)  
Have the people there  
Have tools necessary (paper, flip chart, etc.)  
Pay attention to venue & physical set up  
Allow for breaks  
Use different techniques (re: group size)  
Cue in to dynamics & participation  
Accountability – Assign Tasks  
Focus and don't waste people's time  
Prepare in advance, **don't overload**  
agenda

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