

Facilitator CHIPS



Constructive, Helpful, and Informative Practices

Prepared by the ORO Facilitator Program to help enhance individual and organizational excellence

Issue 2

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Facilitation Services Available:

- ◆ Process Improvement
- ◆ Team Building
- ◆ Change Management
- ◆ Strategic Planning
- ◆ Customer Focus and Assessment
- ◆ Baldrige Quality Award Criteria
- ◆ Valuing Differences
- ◆ Problem Solving, Decision Making, and Consensus Building Tools
- ◆ 360° Feedback Instruments
- ◆ Conflict Mediation
- ◆ Problem Identification and Clarity
- ◆ Reengineering
- ◆ Integrated Organizational Renewal
- ◆ Facilitator Skills Training for Supervisors

For more information about facilitator services or to suggest a CHIP topic, e-mail or call:

[Butch Brant](#) (423) 576-4087
or
[Donna Riggs](#) (423) 576-0063

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Meetings: Planning for Success

Part 2 of 4

Most of us will agree that productive meetings do not just happen by themselves; they require planning. While the person calling a meeting usually feels some ownership for the meeting's outcome, all participants are responsible for the success of the meeting.

As a meeting participant, you aren't immune to planning. Without participant preparation, meetings become lectures rather than discussions. Specific responsibilities of participants are to:

- ◆ Know the purpose of the meeting and determine how you can contribute to the meeting.
- ◆ Review the agenda and be prepared to discuss specific items, particularly those assigned by the meeting leader.
- ◆ Follow-up on any action items you were assigned from previous meetings and provide a status.

*If you fail to prepare,
then you are
preparing to fail*

As a meeting leader, your preparation is critical. In addition to defining the purpose of the meeting (see Issue 1), you should also identify the desired outcomes of the meeting and prepare an agenda. Meeting agendas are valuable tools that do not have to be complicated. Simply list the specific topics for discussion in a logical order, establish time limits for each topic, and assign individual responsibility for each topic.

In our next issue:

Running Meetings So They Don't Run From You