

Facilitator **CHIPS**



Constructive, **H**elpful, and **I**nformative **P**ractices

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

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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:

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Visit the [Facilitator Program Web Page](#)

The Meeting May Be Over But You're Not Done Yet!

Part 4 of 4

Your time is drawing to a close and meeting participation has started to dwindle. However, before you end the meeting, take a few moments to reinforce the tips provided in the Meeting Management CHIPS by completing these three important activities:

1. Restate the purpose of the meeting

Determine if you accomplished everything that was planned in the agenda. If not, discuss why and what might be done differently in the future.

2. Summarize the results

Summarize what was accomplished and record decisions that were made. Assign follow-up actions and responsibilities, including dates methods for monitoring progress.

3. Evaluate the meeting

Assess the way the group works together. Identify actions both the leader and participants can do to improve the next meeting. Don't forget to consider whether the meeting was really necessary.

The last characteristic of a successful meeting is ending on time!

In our next issue:
Listen and Learn!

