



Leading a Meeting

Sometimes it can be hard to lead a meeting. There may be a lot to think about, but here are a few tips to get you started.

- Plan ahead.
 - Make an agenda [meeting outline or schedule] that lists everything that needs to be talked about at the meeting. Include timeframes in your agenda [how long you want each task to last]
 - Send the agenda out a week early.
 - If someone else has to get any equipment or supplies for you please make sure that you put in your request early to give the person time to get you what you need.
 - Be clear about your expectations for those who come to your meeting, and also about what benefits they may get from attending.
- Be a facilitator.
 - A facilitator helps guide a meeting and keeps the meeting flowing. This person does not tell everyone what to do. Instead, he or she helps to make sure that everyone has a chance to speak so that the group can make decisions. It's important to encourage discussion.
 - Help the group stick to the timeframe set out in the agenda.
- Have all materials ready.
 - Try to have all handouts ready before your meeting. It is helpful to send them out with the agenda. Make sure you also bring copies of all materials to the meeting, and make them available in alternative formats, even if 'upon request'. [Alternative formats are different ways to share information. Examples of alternative formats are having documents in Braille or on a CD.]



- Make sure that the wording is as clear as possible to keep others from getting confused.
- Smile and believe in yourself.
 - Know that you can do this. Think of this as practice. You will get better and better each time.

Resources

Leading an Effective Meeting

<http://www.mytutorials.com/learn-1994961>

This is a short essay on tips for leading a meeting.

Meeting Basics: Leading a Meeting

<http://www.effectivemeetings.com/meetingbasics/before.asp>

This article includes tips for leading a meeting.