



Hot Sheet

EFFECTIVE MEETINGS TIPS

Structures

IN-PERSON

- Set clear meeting objectives
- Who needs to be there?
- What are the decisions points?
- Agenda. Agenda. Agenda!
- Document action items
- Distribute minutes

VIRTUAL

- Arrive on Time, Be Prepared
- Resist Temptation
- Mute Yourself
- Throw Radio Style - Go then Throw
- Respectfully Rejoin
- Listen and Reflect

HYBRID

- Identify who will be in-person and who will be online
- Be technology ready!
- Identify an online facilitator in the room
- For discussions, circle to online first

STRUCTURE OF MEETINGS

Check-In | Reporting

- Ask Questions
- Use the Go + Throw

Meat of the Meeting

- Discuss Key Objectives
- Keep it on track

Closing

- Questions and Action Items
- Appreciations, Difficulties, Final Statements

