

# Making Meetings More Exciting

**leadership.quick tips**

Making Meetings  
More Exciting

“Effective meetings don’t  
happen by accident, they  
happen by design.”

*-Basil King*

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## The Key To Successful Meetings

1. Use an agenda.
2. Summarize frequently to keep the discussion on relevant points.
3. Ask for alternative and opposing views.
4. Be sure the organizational make-up encourages widespread participation. Ask for peoples' opinions- especially those who don't always speak up.
5. Avoid talking to individuals without talking to the group.
6. Stop aimless discussions by recommending committee study.
7. Don't argue with the speaker. Everyone has a right to their opinions.
8. Ask for the floor as a participant if you have a comment.
9. Avoid holding long meetings.
10. Establish an atmosphere which will encourage frankness and willingness to state ideas and convictions.
11. Be sure that fact and opinion are clearly differentiated.
12. Use parliamentary procedure as best fits your organization. A simplified approach works best for most organizations.
13. Meet in a space that is comfortable and meets your members and organizations needs.
14. End a meeting with a call to action. Review what the 'action' items are, who is going to complete them, and the deadline.

6. Create a sense of urgency by keeping the time tight.
7. Do a routine meeting in a new location.
8. Create silly rituals such as ringing a bell when somebody says something that's not pertinent to the meeting's purpose.
9. Use the meeting as a learning opportunity. Try a new tool to solve an old problem.
10. Identify problems that make meetings boring and avoid them.

## Common Goals of Meetings

- EXCHANGE information.
- SOLVE problems.
- MAKE decisions.
- SHARE concerns.
- EXPLAIN issues.
- HAVE FUN!

## Good'n Short Meetings!

- Keep on track.
- Keep it brief.
- Keep it fair.
- Keep it gracious.
- Keep it helpful.
- Keep it fun.
- Keep it "necessary". People are less likely to be at future meetings if they feel the last one was "unnecessary".

Source: Dr. J. Keith Code, Church Management Resources, Omaha

## 10 Ideas to Jazz Up any Meeting

1. Start each meeting with an ice breaker.
2. Make the meeting's purpose specific, concrete, and achievable. At the end of the meeting, the group should be able to answer the question, "Did we succeed?"
3. Create drama, suspense, or comedy. Put a little Hollywood into your meetings.
4. Use email, voice mail, or paper to convey one-way information. Skip meetings that don't require interaction.
5. Rotate meeting roles.

## Meeting Manners

1. Arrive on time.
2. Avoid unnecessary interruptions.
3. Observed specified time limits.
4. Refrain from distractions.
5. Stay until the end.

