

MGC Leadership Workshops

Efficient/Effective Meetings



To Provide **tools** and **resources** to garden club members *To Grow in Leadership*

Member of
Central Region, National Garden Clubs, Inc.

Business Meeting's Structure

- Develop an Agenda with key participants
- Send out the Agenda prior to meeting—get participants feedback and input
- Start the Meeting ON TIME
- Ensure the meeting stays on topic and that all participate (No one dominates)
- Finish the Meeting ON TIME

Meeting's Objective

An effective meeting serves a useful purpose

1. Do you want a decision?
2. Do you want to generate ideas?
3. Are you getting status reports?
4. Are you communicating something?
5. Are you making plans?

*At the close of the meeting, I want the group
to...*

Efficient / Effective Meeting

- They achieve the Business Meeting's objective
- They take up a minimum amount of time
- They leave participants feeling that a sensible process has been followed

Tasks to Complete/Debrief

- Summarize all tasks and who/what/by when
- At the close quickly summarize the next steps
- Send out minutes ASAP
- Debrief
 - What went well
 - What could have been done better
 - Evaluate the meeting
- Adjourn

Remember...

- Make sure everyone can hear you
- Inspire—let everyone know how much you enjoy leading
- Thank constantly, praise constantly
- Communicate constantly—don't micromanage
- Write it down—make notes on the Agenda so you don't forget
- Don't speak "off the cuff" – easy to forget when to stop