Tips to Run an Effective Meeting

Leadership Mini Series
A Student Leadership Discussion Series
Ice Breakers

A great way to start any meeting is with a ice breaker. Depending on the type and size of meeting various ice breakers or warm-ups can be used. For club meetings consider fun ice breakers that will allow for your club members to get to know and interact with one another.
Change Up Your Presentation Methods

Different ways of conducting your meeting:

- PowerPoint
- Pictures
- Round Table
- Break out groups
- Audio
- YouTube clips
Utilize Guest Speakers

There are a variety of offices on campus that would love to talk to your club or organization. Depending on the topic that is being discussed, invite a representative from a specific office to come speak. If you are collaborating with another club or organization, invite a representative to speak on the collaboration.
Encourage Questions

Get your audience involved! Encourage your audience to bring questions to the meeting. More importantly encourage them to ask questions during the meeting.

If you do not know the answer to a question, just let them know that you will look for the answer and get back to them. Make sure that you do get back to them!
Create a Deliberate Agenda

An agenda helps to keep your meeting on track. Here are some tips:

● Start with good news to make your audience feel good
● Evenly distribute important information throughout your agenda
● Change up the order in which people speak
Physical Environment

What is the physical environment like at your meeting?

Is the room setup the most conducive to this particular meeting?
Get Feedback

Take note of how people in your meetings respond and behave. Find out what motivates and excites your audience. Be attentive to when a strategy is not working and find an alternative method.

Try asking for suggestions from others.