RESOURCES

Check the State Civil Service YouTube Channel for this webinar or any of the shows you might have missed at: https://goo.gl/Yc1PdK

For handouts from all the Success Series Webinars, visit: https://bit.ly/2Kbn6Qa


Are you lonely?
Hate having to make decisions?
Rather talk about things than actually do them?

Then why not...

HOLD A MEETING!

You can:
Visit people.
Play Candy Crush.
Get a nap.
Eat donuts.
Avoid decisions.
Feel important.
And all in work time!

MEETINGS
The Practical Alternative to Work
### EFFECTIVE MEETINGS CHECKLIST

#### BEFORE
- ☐ Clarify purpose.
- ☐ Decide if it really is a meeting.
- ☐ Determine invitees.
- ☐ Create an agenda.
- ☐ Schedule the meeting, room, and technology.
- ☐ Send out the agenda and background information.
- ☐ Confirm attendees.
- ☐ Gather additional supplies and materials.
- ☐ Determine roles.
- ☐ Arrive early to set room and test equipment.

#### DURING
- ☐ Start on time.
- ☐ Set ground rules.
- ☐ Facilitate introductions.
- ☐ Review agenda.
- ☐ Encourage participation.
- ☐ Keep discussion on track.
- ☐ Monitor and address any issues that arise.
- ☐ Collect future agenda items.
- ☐ Set next meeting date.

#### AFTER
- ☐ Send out minutes and/or action items.
- ☐ Evaluate meeting effectiveness.
- ☐ Archive documents.
- ☐ Follow up on action items.
- ☐ Prepare for next meeting.

#### ATTENDEE CHECKLIST
- ☐ Determine if you’re the person who needs to attend.
- ☐ Review agenda, meetings materials, attendees, and other relevant information.

#### NOTES:

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