



Teen Leadership 20

Intended Audience:

- Teens

Lesson Objectives:

Participants will:

- Discuss at least 5 characteristics of an effective meeting.
- Assess the effectiveness of a meeting they participate in and identify strategies to improve.

Time: 20 minutes

Equipment and supplies:

- “Effective Meeting Checklist” handout for each participant.
- Pen/Pencil for each participant.

Do Ahead:

- Review lesson
- Gather equipment and supplies.
- Print a copy of “Effective Meeting Checklist” for each participant.

Leading an Effective Meeting

BACKGROUND

Meetings are a common way for groups to organize, communicate and share information. They can also be significant investments of time and resources by all participants. Leading an effective meeting is a critical skill that requires preparation and thought.

WHAT TO DO

Activity:

- Ask the group, “Why do we have meetings?” Have participants share ideas.
- “Are meetings always effective?” Chances are participants have seen a wide spectrum of effectiveness. To help understand characteristics of an effective meeting we have developed a checklist.
- Have the group think about this meeting or another meeting that they recently attended. Distribute and complete the “Effective Meeting Checklist”, first as individuals. Add comments as it helps.
- Once most of the participants have completed the checklist, have the whole group share responses to each item and discuss areas of disagreement or strong opinions (positive or negative).
- Complete the Talk It Over questions.



Sources:

- Schwarz (2015) *How to Design an Agenda for an Effective Meeting*. Harvard Business Review. Accessed at: <https://hbr.org/2015/03/how-to-design-an-agenda-for-an-effective-meeting>

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TALK IT OVER**Reflect:**

- Were there any surprises in how your meeting did on the checklist? How so?
- Were there other items that you think are important and should be on the checklist?
- What can your group do to improve the effectiveness of future meetings?
- What is one other meeting you participate in that could benefit from this information? How can you use what you have learned to influence that meeting being more effective?

Apply:

- Use the “Effective Meeting Checklist” to assess at least one meeting you will attend in the next 2 months.
- Discuss with officers/leaders the use of the “Effective Meeting Checklist” at the completion of every meeting.

Please take time to complete the Participant and Facilitator evaluations, found online at go.osu.edu/TeenLeadership20.

Considerations for Conducting Virtually:

- Send “Effective Meeting Checklist” handout ahead of time or drop it in the chat box when needed.
- Consider using breakout rooms with groups of 3 to 5 people to discuss the “Talk It Over” reflection questions.

Effective Meeting Checklist

Item	Circle	Comments
Preparation		
Does the meeting have a clearly defined goal or purpose?	Y / N	
Are desired participants invited with appropriate notice?	Y / N	
Was consideration made as to the best method for the meeting (face to face, conference call, video conference, etc.) or if the meeting was even necessary?	Y / N	
Are agenda items appropriate and relevant?	Y / N	
Are agendas and supporting documents shared in advance?	Y / N	
Is someone identified to take notes/minutes?	Y / N	
Is adequate time allocated for each agenda item?	Y / N	
Are people identified to lead items on the agenda (as appropriate)?	Y / N	
Is the meeting space and any technology set up in advance?	Y / N	
Actual Meeting		
Does the meeting start and end on time?	Y / N	
Is there an opportunity to add items to the agenda?	Y / N	
Does the group stay on task/agenda?	Y / N	
Does everyone come prepared?	Y / N	
Do meeting ground rules exist and are they followed by all members throughout the meeting?	Y / N	
Does everyone participate?	Y / N	
Are action items assigned with due dates and who is responsible?	Y / N	
Are a few minutes spent, at the end of the meeting, evaluating the effectiveness of group interactions and process?	Y / N	
Do participants demonstrate respect for one another?	Y / N	
Follow Up		
Are minutes shared in a reasonable time?	Y / N	
Do those who are responsible for action items follow through?	Y / N	

Created by Nate Arnett 10/2016