



Field Department Resource

Running an Effective Meeting

Suggestions for Holding Constructive Meetings

How to Facilitate a Meeting


- Be prepared
- Set an agenda based on the purpose of the meeting
- Set guidelines/ground rules as to how the meeting will operate
- Be specific about outcomes/expectations
- Assign tasks (i.e., recorder, timekeeper, etc.)
- Take minutes
- Summarize without introducing new ideas
- Schedule next meeting
- Mail minutes
- Follow-up to proposals made during the meeting

Points to Consider Before Scheduling a Meeting

1. Is the meeting necessary?
2. Is the space/time appropriate?
3. Who should attend this meeting?
4. Who should facilitate this meeting?
5. What are the expected outcomes?
6. How can I make sure all the attendees participate?

How to Run a Meeting

- Icebreaker
- Introductions
- Review agenda
- State the ground rules
- Let the discussion flow, but do not lose control
- Take minutes
- Refer to committees, when appropriate, for assigned tasks
- Always do follow-up
- Start and end on time
- Don't take issues that arise personally
- Hear to listen not to respond; listen to what participants are saying
- Be prepared with plan A, B, C
- Make decisions, recommendations and/or assign tasks to move forward

* Maintain neutrality - this is sometimes a challenge for meeting facilitators, especially when the discussion topics are ones which evoke passion. In these situations, it is important to question one's effectiveness in this role and sometimes appropriate to relinquish the facilitator's position. 

This resource is provided to GLSEN chapters free of charge by the GLSEN Field Department

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