Running Effective Meetings

Complete Communities University
E.B. Cape Center – Learning Development Center
October 13, 2018

Bolivar “Bo” M. Fraga
Community Engagement Developer
Our Locations

50+ Locations

- East Aldine
- Near Northside
- East End
- Pasadena
- Gulfton/Sharpstown
- Southeast

6 Community Centers
11 Career Offices
17 Senior Centers
34 School Sites

Baker Ripley
Community Developers
FOUR PHASES OF MEETINGS

• PHASE 1: PLANNING
• PHASE 2: SETUP
• PHASE 3: RUNNING THE MEETING
• PHASE 4: FOLLOW-UP
Running Effective

PHASE 1: PLANNING THE MEETING

• DECIDE GOAL OF MEETING / ACTION STEPS
• PREPARE – DO HOMEWORK
• DECIDE WHO NEEDS TO ATTEND
• PLAN WITH KEY PARTICIPANTS
• DRAFT AGENDAS
PHASE 2: SETUP

- START & END ON TIME
- SIGN-IN SHEET (PH. # & EMAIL)
- SATISFACTORY PACE
- ALLOW FOR SOCIAL/GATHERING TIME
- SET REGULAR MEETING SCHEDULE
Running Effective

PHASE 3: RUNNING THE MEETING

• INTRODUCTIONS, AGENDA & RULES
• KEEP DISCUSSION ON TRACK / WATCH TIME
• ENCOURAGE PARTICIPATION
• SUMMARIZE POINTS RAISED
• USE POWER OF POSITION WISELY
• ROTATE FACILITATORS TO DEVELOP NEW LEADERS
PHASE 4: FOLLOW-UP

• GATHER FEEDBACK
• SEND MINUTES/NOTES
• FOLLOW UP ON ACTION STEPS