THE SEVEN ELEMENTS OF A HIGH-IMPACT MEETING

Plan with purpose. Lead with intention. Leave with action.



1 PURPOSE

Why are we meeting?

Every successful meeting begins with a clear purpose.

Ask:

- What outcome are we seeking?
- What decision needs to be made?
- What action should result?

2 PEOPLE

Who needs to be involved?

Invite those who can contribute, make decisions, or carry the work forward.

Ask:

- Who has expertise?
- Who is affected?
- Who will help implement next steps?

3 PREPARATION

What do participants need in advance?

Respect everyone's time by providing information before the meeting.

Examples:

- Agenda
- Reports
- Financial info
- Project updates
- Supporting documents

4 AGENDA

How will the meeting flow?

A well-designed agenda keeps discussions focused and productive.

Include:

- Objectives
- Time allocations
- Discussion topics
- Decision points
- Action items

5 FACILITATION

How will the conversation be guided?

Effective leaders encourage participation, manage time, and keep the group focused on outcomes.

A great facilitator:

- Listens actively
- Encourages diverse viewpoints
- Maintains momentum
- Guides decisions

6 ENVIRONMENT

Where and how will we meet?

The setting should support engagement and collaboration.

Consider:

- In-person or virtual
- Room layout
- Technology
- Accessibility
- Comfort and hospitality

7 FOLLOW-THROUGH

What happens after the meeting?

The value of a meeting is measured by what happens next.

Deliver:

- Minutes
- Assigned responsibilities
- Deadlines
- Progress updates

LEADERSHIP REFLECTION

Before every meeting ask:

- Why are we meeting?
- Who needs to be there?
- What information should be shared beforehand?
- What decisions must be made?
- How will participation be encouraged?
- What actions will result?
- How will we measure success?

Every meeting should *strengthen relationships*, *advance goals*, and *inspire action*.

EMPOWERING CHAIRS • INSPIRING PARTICIPANTS • STRENGTHENING ORGANIZATIONS

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Developed from over 30 years of professional experience, education, and research in organizational leadership, strategic planning, mergers and acquisitions, governance, and change management.