



Good Shepherd Catholic Community Ministry

9 Simple Steps to a Productive Meeting

Before the Meeting:

1. Set goals – Whether it is an Ad Hoc meeting, weekly or monthly meeting decide what you want to accomplish.
2. Prepare an agenda – Ask key people if they have agenda items so that you can plan the meeting content appropriately. If urgent items mean that your meeting may be diverted, revise your meeting goals and plan another meeting.
3. Send out the agenda before the meeting – Provide background information that participants need in order to engage in productive discussion. Give specific instructions on actions that participants need to take before arriving at your meeting. Ask them to brainstorm ideas on certain topic.

During the Meeting:

4. Start on time – Explain the ground rules for discussion. Limiting times on certain topics if necessary and remind participants of your desire to keep the meeting short but productive.
5. Identify those topics that need further discussion in another meeting – Interject that you or someone you nominate will plan a smaller group session to explore these issues.
6. Model appropriate responses – Your responses should encourage fresh ideas while avoiding off – topic rambling. Ask for input from specific people who should have the most pertinent insights.

After the Meeting:

7. Prepare and distribute follow-up notes – include action items required of participants. Reiterate specific assignments and their due dates.
8. Encourage participants to ask questions – Respond promptly to any concerns and give guidance as needed, further elaborating on your expectations for participation.
9. Clarify points of discussion as needed – If you discover that anyone was confused about decisions made or action steps after the meeting, promptly correct any wrong thinking. This approach will help avoid rehashing problems at subsequent meetings.