

The Art of Leading Meetings

Set expectations for involvement and accept ALL contributions gracefully

1. Show appreciation for the contribution.
2. Say what you like about the idea
3. Talk about opportunities (growth, pivots, application, ect)

Get Involvement with Set Up and Pass

1. First, say their name(s)
2. Say what you would like them to talk about and for how long
3. Say their name again

Assign a Progress Reporter, NOT a Notetaker.

For each agenda item, record:

- Decisions
- Action items and next steps (with a “who” and a “when”)
- Un-answered Questions

THEN: Send the progress report to attendees and interested stakeholders

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