STARTING THE MEETING OFF ON THE RIGHT FOOT

"Coming together is a beginning, keeping together is progress, and working together is success."
- Henry Ford

ARRIVE BEFORE THE STARTING TIME
- Set up the room (chairs, visual aids, etc.).
- Determine how to prevent/limit distractions (e.g., closing blinds, proper room temperature, unplugging landline telephones, cell phones on vibrate or "do not disturb mode").
- Arrange seating so everyone can see one another and will focus on the individual.
- Greet people as they arrive, and thank them for attending.

WELCOME NEW GROUP MEMBERS
- Explain how you facilitate meetings, creating an open and safe place for a discussion.
- Briefly describe the team's purpose, and outline what the team has been doing.
- Avoid inside jokes and technical jargon, and acronyms (LOC, ABS, SLP, etc.).

GET THE GROUP MOVING IN A POSITIVE DIRECTION
- Start on time, but leave room for latecomers.
- Introduce everyone at the beginning of the meeting.
- Provide sincere encouragement and positive feedback, as appropriate.
- Review, modify, and obtain agreement on the agenda.
- Establish mutually agreed upon ground rules.
- Assign roles (timekeeper, scribe, etc.).
- Establish a clear purpose for the meeting.
- Include time for "kudos" in the agenda.
- Volunteer to help people accomplish tasks.
- Provide positive feedback to others.
- Have refreshments (whenever possible).
- Send thank you notes after the meeting.
- Help make the individual feel comfortable, safe, and empowered.

WHY IS THIS IMPORTANT?
- A well-organized meeting is more efficient
- People know what to expect
- Team members are more comfortable
- Teams are more productive
- Team members feel appreciated