

The IGS Laws of Meeting Facilitation



PURPOSE

- Only hold meetings that truly need to be held.
- Know what type of meeting you plan to hold.
- Identify a clear purpose for your meeting and specify what you want to accomplish.

PEOPLE & PROCESS

- Plan the meeting agenda to accomplish your purpose. Allocate adequate time for the 'important few' and contain the 'trivial many'.
- Invite the right people to the table.
- Send the agenda to all participants in advance.
- Get the logistics right: Room set up, equipment, supplies, props, etc.
- Determine the appropriate process to manage the group interaction.
- Start and stop the meeting on time.
- Be comfortable with disagreement and/or conflict and stay in the 'groan zone' for as long as needed to arrive at quality solutions.
- Handle difficult behaviors on the spot.
- Know when to stop a meeting and re-schedule for another time.

PLAN OF ACTION

- Summarize all agreements / decisions and record action to be taken.
- Assign responsibility for key actions and specify due dates.
- Agree on what will be communicated following the meeting.

**Above All –
Have fun, and keep the group focused on their objectives!**