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**100% Effective Natural Hormone Treatment**  
**Menopause, Andropause And Other Hormone Imbalances**  
**Impair Healthy Healing In People Over The Age Of 30!**

**Conducting Successful Meetings**

**By Etienne A. Gibbs, MSW**

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Here are six steps to help you develop successful meetings:

Do I want:

\* having speakers or presenters who are known to ramble. (One of the surest ways to put your

Now review your agenda and make sure you have included:

\* a priority system so that the most important topics or pressing matters are covered first.

\* to match the topics and tasks with competent presenters.

\* to gain the concurrence of your key participants.

\* to have a clock in clear view of the presenters.

\* create an environment that is conducive to effective communication.

\* set start and ending times that are conducive to all.

\* develop the environment around a theme.

\* consider the objective of the meeting when selecting the room.

\* consider decorating the room, if this is warranted.

## Conducting Successful Meetings

- \* arrange and test the audio–visual support before hand.
- \* arrange the seating of participants and attendees, depending on the estimated number of attendees.
- \* arrange the seating plan for optimal effect.
- \* gather input where relevant.
- \* take notes where necessary.
- \* prepare adequate quantities of handouts.
- \* prepare backup materials.
- \* prepare post–meeting evaluations, where necessary, and summary handouts.

Remember: When you maximize your potential, every one wins. When you don't, we all lose.

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, or email him at

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## **Strategies for Planning and Conducting Effective Meetings**

**By Kate Smalley**

Prior to the Meeting

During the Meeting

Keep minutes of the meeting for future reference in case a question or problem arises. Summarize

After the Meeting

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Strategies for Planning and Conducting Effective Meetings

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