



EFFECTIVE MEETINGS

Individual *IEQ Questionnaire

MEETING CONSIDERATIONS



At the start of your meetings you take time for attendees to generate a common purpose for their participation



At the end of your meeting or project, you assess the level of engagement among participants



You use multiple methods of interactions to engage every attendee and boost group effectiveness



Your agenda includes the specific types of activities planned for each item/topic



During work sessions/meetings there is someone acting as a facilitator



Meetings have different group configurations (ie. pairs, small groups, all attendees)



The role of facilitator occasionally shifts among members of the group



You intentionally include new people in the conversation to gain different perspectives



You intentionally include all or most of the people who will be affected by decisions made



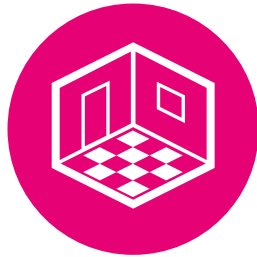
You, at times, engage as a group, without presentations with freedom to co-create the agenda together



You allow for everyone to share their ideas for moving forward without regard to title



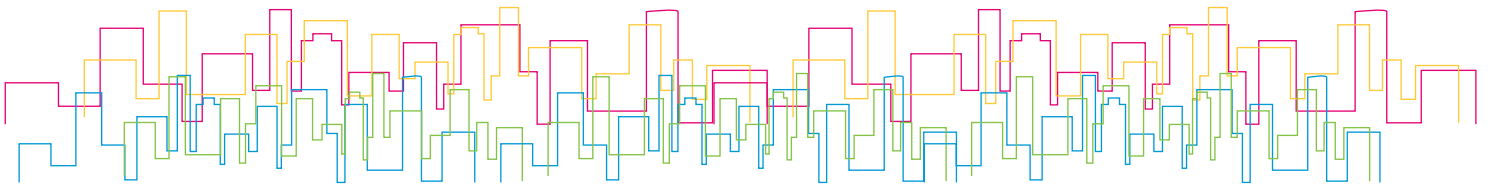
You allow for deviations from the agenda to engage the group in emergent, unscripted sessions



You plan meetings in a space that makes it possible and easy to mix and re-configure attendees



Participants of the meeting spend more time actively involved than passively listening



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