

Meeting Preparation:

So... you have a meeting confirmed? Now what?

*Could be written down, or if limited time, make sure you have thought about them. If you hire someone like me, I do this for you 😊!

Objectives:

- What do you want to achieve in this meeting?
- What is the outcome you want from the meeting?
- What would make this meeting successful?
- Why are you having this meeting?
- Objectives are the same as the goals you have for the meeting.
- Best practice is 3 objectives, they can be high level and broad. No more than 5.
*You may decide as you do this step that you do not even need a meeting to achieve your objectives.

Key messages:

- Key messages should support your objectives.
- What do you want to make SURE you say in the meeting?
- What do you want to leave them thinking about after the meeting?
- What are the 3-5 take aways you want them to remember?

Context:

- To be realistic about how you will approach a meeting you need to be clear about what context you are operating in as this could change your approach or expected outcomes.
- Are the objectives and key messages realistic given the current context?
- What do you/your boss/client etc. need to know that could impact the meeting (during or after)?

Agenda:

- Create an agenda
- Frame the meeting, what components need to be in the meeting to guide the discussion? E.g., you always need a welcome, you always need a space to deliver your messages.
- Time out the framing components of your meeting
- Consider how long the meeting needs to be
- Practice framing and transition language to move the agenda along.
- Practice pivot language to keep focused on your key messages.
- Decide who will speak to what points, keeping in mind you also need to be flexible, sometimes it does not make sense for someone else to jump in.
- Sometimes an agenda needs to be or would benefit from being discussed with the other people you are meeting with.