

HOW TO  
**PLAN A MEETING**  
PEOPLE WANT TO COME TO



# HOW TO **PLAN A MEETING** PEOPLE WANT TO COME TO

We've all been in meetings that we wish would just. finally. end. Whether it's an ill prepared leader or a vague agenda, a bad meeting is a terrible place to be stuck -- especially when you have a full task list you could be working on. So if you're a supervisor, business owner, volunteer coordinator, committee chairman or really any type of leader responsible for planning and running meetings, this resource is for you.

## **We've got 2 game changers for you!**

1. We went old school and created an acronym that literally spells out 7 key elements we've learned all great + productive meetings need to have.
2. We've created a skeleton agenda that will help you stay on topic and on time.

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# PART I - THE 7 KEY ELEMENTS EVERY MEETING NEEDS



MOTIVATE



ENGAGE



ENCOURAGE



TRAIN



INSPIRE



NURTURE



GRATITUDE

## MOTIVATE

If what you share doesn't spur people to action, it's easy to feel like you've wasted your words and their time. So how do you motivate someone? Simple! Just be excited about the mission. Excitement is contagious and your team will be able to tell if you genuinely care. Take a minute to pray before you head into a meeting so you can be clear minded and overflowing with Jesus. It also doesn't hurt to listen to your favorite pump-me-up play-list as you prep. Enter the room excited to be there and your team will get excited too.

## ENGAGE

We've all probably seen the popular meme passed around with an image of what appears to be a boardroom full of disgruntled faces and the simple phrase "This could have been an email." I would argue that phrase probably came about after meetings where zero collaboration took place. Don't be the leader that leaves no margin for feedback + ideas (*but it's important to note that we also should refrain from being the woman that hijacks the agenda with details that could be discussed/resolved in a side bar too*). Just remember, the best way to honor your team's time is by honoring their voice.

## ENCOURAGE

It's so easy and yet we sometimes forget how far a little encouragement can go. In your next meeting, try highlighting a teammate or two who are going above and beyond, and no matter what, always make the time to celebrate wins, no matter how big or small!

## TRAIN

Teach them something. It doesn't even need to have anything to do with the agenda items. Maybe it's just a simple productivity hack you've learned recently that has changed your work-flow for the better, or a leadership tip that has been really helpful to you. Be sure to pass value on so that you can foster growth in a way that benefits them as much as it does the overall mission.

# PART I - THE 7 KEY ELEMENTS EVERY MEETING NEEDS

**M** MOTIVATE

**E** ENGAGE

**E** ENCOURAGE

**T** TRAIN

**I** INSPIRE

**N** NURTURE

**G** GRATITUDE

## INSPIRE

If you want to affect change, you'll need to inspire change. That means you have to be what you want your people to be. If you're looking for everyone to be on time, you need to be on time. If you want to see people care deeply, you need to care deeply. If you want your team to go above and beyond, you're going to need to go above and beyond. Inspiring people won't be hard to do when you're walking the walk.

## NURTURE

We hear all the time about how important company culture is. Bottom line: what you want to grow you will have to nurture. So if you want a culture of love, humility, teachability, and unity, you'll need to say it, teach it, affirm it, develop it, and weave it into every conversation you have and task you do. Enter every meeting aware of the culture you want to create, ask God to help you create it, and then make it a priority to nurture it.

## GRATITUDE

It's absolutely crazy what a thank you will do for your team. Try sending everyone an email after your next meeting thanking them for their time and reminding them that you couldn't do this without them. You'll blow them away with your genuine gratitude.

# PART II - THE SKELETON AGENDA

Before you check out our skeleton agenda, here are 3 tips you might need for when you put yours together:

1. **Put a time limit on every agenda item.** *(Doing this will also help you to not seem rude if you need to cut someone off to move on.)*
2. **Clarify the action steps you want your team walking away with by stating what they are, who is responsible for them, and when they are due.**
3. **Always allot a time for questions towards the end, otherwise there will constantly be interruptions.**

# SAMPLE SKELETON AGENDA

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

○ **OPENING:** *This is a great time to encourage and inspire.*

○ **CREATE EXCITEMENT:** *Use a testimony from a happy client or a good financial report.*

○ **MEETING OBJECTIVE:** *The perfect place to weave in motivation. State why this meeting is needed and what you want to accomplish in your time together. Hint: If this is hard to come up with, you might be having unnecessary meetings.*

○ **BUSINESS:** *Take the time to train them in something new here and be constantly nurturing the relationships and company culture that you want to see develop.*

○ **LIST ORDERS OF BUSINESS:** *We suggest breaking them up by old business, current business, and future business items.*

○ **TAKE QUESTIONS + CLARIFY ACTION STEPS:** *Here's your chance to engage your team by allowing them to ask whatever they need to. If anyone leaves unsure of their responsibilities, it won't be because you didn't give them an opportunity to clarify information or ask questions about any part of the meeting. Be clear!*

○ **CLOSING:** *Show all the gratitude! A grateful leader grows a grateful team.*

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**That's it. Simple. Effective. And guaranteed to work.**

If you want to get better at stewarding well the team that God has given you to serve and lead, meetings are a great place to start!