

Why have an agenda?

An agenda helps meetings be more focused and effective.

An agenda...

- Helps to **structure** a meeting in order to meet the goals and outcomes
- Helps participants to **prepare** for the meeting
- Keeps the meeting on track and **focuses** on meeting content
- Helps to **evaluate** the success of the meeting



**Avoid meetings that go nowhere!
Have a clear agenda with a clear
purpose and clear target outputs.**

The two key agenda elements

- Have a **clear purpose** for the meeting
- State the **goals and objectives** and make sure they relate to the meeting purpose

Preparing your agenda and for your meeting

- **Seek input** on potential agenda items
- Don't create an overly ambitious agenda – consider time issues
- Check in with the group for input on meeting relevance and execution
- Provide information to participants for meeting preparation
- A 2:1 ration is common – 2 hours of prep for a 1 hour meeting

