

## Redpoint Meeting Tips

- Only have a meeting if you need a two way conversation
- When building the agenda, start with the overall goal in mind
- Remember the golden rule of management: praise in public, criticize in private
- When discussing a decision, always state upfront how the decision will be made
- If you want to encourage participation from everyone, break the group into sub-groups for part of the meeting
- For meetings where people don't know each other: avoid the 'going around the room' intro. Plan a mixer instead
- Avoid last minute embarrassments by checking space and equipment ahead of time. Have a low tech back up plan
- No agenda: No meeting
- Make the agenda outcome driven
- The larger the meeting the more structure is necessary to make it effective
- Provide all participants with enough advance info so that you can get right into an informed discussion vs. having to bring people up to speed
- Always start on time (even if not everyone is here) and finish on time
- Follow up with an action plan (What? Who? By when?) rather than minutes

## Redpoint Tips for Getting Full Participation

- Monitor your own level of contribution to ensure you are not dominating the discussion
- Hold your judgment, decision until you have heard from everyone (see military briefings)
- Be positive and encouraging
- Use a flipchart, white board, have a scribe
- When there is lots of interest on a topic. Use language such as: “Let’s first hear from Sue, then Stan, then Richard”
- If you want a contribution from everyone: Say so, then either go around the room (time consuming) or call on people who have been silent
- Watch the body language, don't be afraid to call on people (stir up some healthy conflict)
- Break the group up into pairs, trios, have them report back
- Don't rush to decisions before you have heard all points of view

### **For more tips and information:**

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