

Academic Leadership Support

Office of Quality Improvement & Office of Human Resource Development

****NOTE:** The Effective Meetings page is currently under construction. Below are the links available from the Effective Meetings page. Due to site migration some of the sub links may not work.

How to Lead Effective Meetings

Responsibilities of the Chair

- [What to do BEFORE a meeting](#)
- [What to do DURING a meeting](#)
- [What to do AFTER a meeting](#)
- [Checklist for printing](#)

Common Meeting Problems

- [Finishing on time](#)
- [Can't make decisions](#)
- [Dominant participants](#)
- [Silent participants](#)
- [Rehashing decisions](#)
- [Deal with small fires but not larger issues](#)
- [Key persons don't attend](#)
- [Lack of follow-through on tasks](#)

Best Practices

- [Clarifying aims and purposes](#)
- [Creating an actionable agenda](#)
- [Allotting time for topics](#)
- [Getting started on time](#)
- [Ending on time](#)
- [Agree on ground rules](#)
- [Assigning key meeting roles](#)
- [Creating a visual record](#)
- [Evaluating your meetings periodically](#)

Need more advice?

- Submit a question to OQI by e-mailing gwatson@wisc.edu

Tips from the experts



Audio clips from Kathleen Paris:

- [There's hope for better meetings](#) (2:20) ([text](#))
- [Dealing with meeting domination](#) (4:20) ([text](#))
- [Clarifying aims and purposes](#) (2:42) ([text](#))

[References and Resources](#)