



RANDY DEAN'S Managing & Leading Great Staff & Team Meetings

Key Strategies for Running & Leading Better Meetings

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Meetings should be the place where work gets discussed, decided, and DONE – not a place where people feel their time is wasted. Follow these tips and see your meeting performance and satisfaction jump.

Point #1: Why do we even have meetings?

Point #2: What causes meetings to "go bad"?
(There can be several causes!)

Point #3: Name THREE meeting best practices

What did "Greg" do to make his meetings go smooth?

**Point #4: What are the Three "D's"
of a good meeting?**

- 1.
- 2.
- 3.

**Point #5: How do you handle the
"dead horse" and the "running
rabbits"?**

**Watch for these interlopers and your
meetings will go better!**

With a PLAN and smart action, your meetings will start going better for you and your attendees.



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