

Tips for Reinforcing Effective Meetings

This resource includes **helpful tips and talking points for anyone leading a meeting**. You'll find guidance on setting expectations, modeling effective behaviors (including camera use), keeping people engaged, preparing effectively, and supporting clear communication during and after meetings.

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Clarify Meeting Purpose & Prepare

Tips for Meeting Leaders

- Include agendas and meeting objectives in every invite.
- Start meetings with purpose: *"Today's goal is to align on..."*
- Rotate facilitation or note-taking to build engagement and ownership.
- Use scheduling buffers to end meetings five minutes early to allow transition time.

Talking Points

- "Let's ensure every meeting has a clear goal – why we're meeting, what needs to be decided, and who truly needs to be involved."
- "If this can be handled via Teams or email, let's do that and reserve meetings for what requires live discussion."
- "Please review the agenda and materials in advance so we can make the most of our time together."

Encourage Camera Use

Tips for Meeting Leaders

- Model camera use to demonstrate engagement and presence.
- Add expectation to invite: *"Please have your camera on for this discussion."*

- Acknowledge participation (e.g., “Thanks for being on camera today”).
- For larger informational meetings or webinars, only panelists/speakers need to be on camera.
- Ask participants to notify you in advance if they need to remain off-camera.

Talking Points

- “Please turn on your camera – it helps us feel more connected and keeps the conversation flowing naturally.”
- “Seeing each other improves communication, especially when we’re collaborating or problem-solving.”

Model & Reinforce Meeting Etiquette

Tips for Meeting Leaders

- End meetings with a summary of key decisions, action items, and owners.
- Use project-tracking tools (Teams, Planner, etc.) to confirm follow-ups and reinforce accountability.
- If time runs out: “Let’s pause here and schedule a follow-up so we can give this the attention it deserves.”
- Conduct regular check-ins with your team on meeting effectiveness and adjust if needed.

Talking Points

- “Let’s start and end on time to respect everyone’s schedules.”
- “Feel free to contribute verbally, through chat, or by raising your hand – we want to hear from everyone.”
- “Let’s recap decisions and confirm next steps before we close.”

Promote Healthy Communication Norms

Tips for Meeting Leaders

- Reinforce respectful dialogue and encourage curiosity over assumption.
- Invite quieter voices and provide alternate ways to contribute (e.g., chat or follow-up discussion).
- Stay focused on meeting agenda items and address other topics offline or with a follow-up meeting.

Talking Points

- “Let’s stay solution-focused and ensure everyone has space to contribute.”
- “If a topic needs more detail, we can take it offline rather than try to solve it in this broader group.”

Close Meetings with Clarity & Accountability

Tips for Meeting Leaders

- Send follow-up recaps when needed.
- Confirm ownership and timing before adjourning.
- Track outcomes in shared tools to reinforce accountability.

Talking Points

- “Before we wrap, let’s confirm decisions, owners, and timelines.”
- “Does everyone feel clear on next steps?”