



Communication Audit: Leading Meetings

Center for Business Communication
<http://www.andrew.cmu.edu/user/hajduk/CBC-Home.html>
 Audit #2009a-C308 • Revised July 7, 2009

Manager: _____ Purpose: _____ Rater: _____

A. Preparing for the meeting

1. Consult with participants before meetings to brief them and exchange information.....	0 1 2 3 4 5
2. Provide annotated agenda describing/explaining each item, listing time & responsibility	0 1 2 3 4 5
3. Prepare and distribute a meeting memo & agenda in advance (e.g., a week - 48 hours)....	0 1 2 3 4 5
4. Redistribute copy of agenda in the meeting room before the meeting starts.....	0 1 2 3 4 5

B. Conducting the meeting

5. Start and end the meeting at advertised times to establish credibility with participants	0 1 2 3 4 5
6. Open meeting w/news, story, facts, etc., designed to grab participants' attention/interest	0 1 2 3 4 5
7. Give the leader's orientation speech at the beginning of the meeting to acclimate people	0 1 2 3 4 5
8. State the meeting's purpose and expected outcomes at the beginning of the meeting	0 1 2 3 4 5
9. Begin meeting with review of agenda, explaining item rationale and your expectations	0 1 2 3 4 5
10. Keep the meeting agenda items and discussions moving forward and on task.....	0 1 2 3 4 5
11. Stimulate discussion, different ideas, problem solving, information flow with cold calls	0 1 2 3 4 5
12. Maintain balance among time allocated to participants during discussion/conversation	0 1 2 3 4 5
13. Engage quiet/silent participants attending the meeting without unnecessary attention	0 1 2 3 4 5
14. Look for opportunities to give <u>authentic</u> compliments to individuals during the meeting	0 1 2 3 4 5
15. Take notes on flip chart so people see the progress or on a tablet to prepare summaries	0 1 2 3 4 5
16. Watch time parameters & give warnings/reminders so participants don't run over time	0 1 2 3 4 5
17. Summarize meeting's major points, decisions, tasks, agreements, actions, etc.	0 1 2 3 4 5
18. Clarify future responsibilities, implementation, deliverables, deadlines, additional dates	0 1 2 3 4 5
19. Evaluate the effectiveness/productivity of meeting by soliciting comments/suggestions	0 1 2 3 4 5

C. Following up after the meeting

20. Send written summary of meeting's relevant materials, tasks, actions, and outcomes to participants and important stakeholders within 24 - 48 hrs	0 1 2 3 4 5
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