

Staff Meeting Skills and Agenda Template

Before your staff meeting:

1. Create and distribute an agenda with clear goals and outcomes
2. Assign meeting roles

Meeting Roles

Leader
Recorder
Timekeeper
Facilitator

Responsibilities

Prepares agenda BEFORE the meeting, moves agenda, elicits participation
Visual record for group, next actions list
Verbally announces amount of time remaining and when time is up
Helps to manage group process, to balance participation, to keep group focused on objectives

During the staff meeting:

1. Clarify aim/goal: What we will get done?
2. Review roles: Leader, Recorder, Timekeeper, Facilitator
3. Review agenda
4. Work through agenda items
5. Review meeting record: review flipchart record, make changes/additions, and decide what to keep for meeting record
6. Plan next actions and next agenda: Who will do what offline and aim for next meeting?
7. Evaluate the meeting: What went well? What could be improved?

After the staff meeting:

1. Follow-up on action items

* From Improve Your Medical Care, Dartmouth

STAFF MEETING AGENDA

Date/Time: _____

Location: _____

Meeting Aim/Goal: _____

Attendees: _____

Leader: _____ Recorder: _____

Facilitator: _____ Timekeeper: _____

TOPIC	TOPIC LEAD	TIME

Plan Next Action(s):

Plan Aim/Goal and Agenda for next meeting:

Evaluate/Process Check (How can we improve this meeting?):