

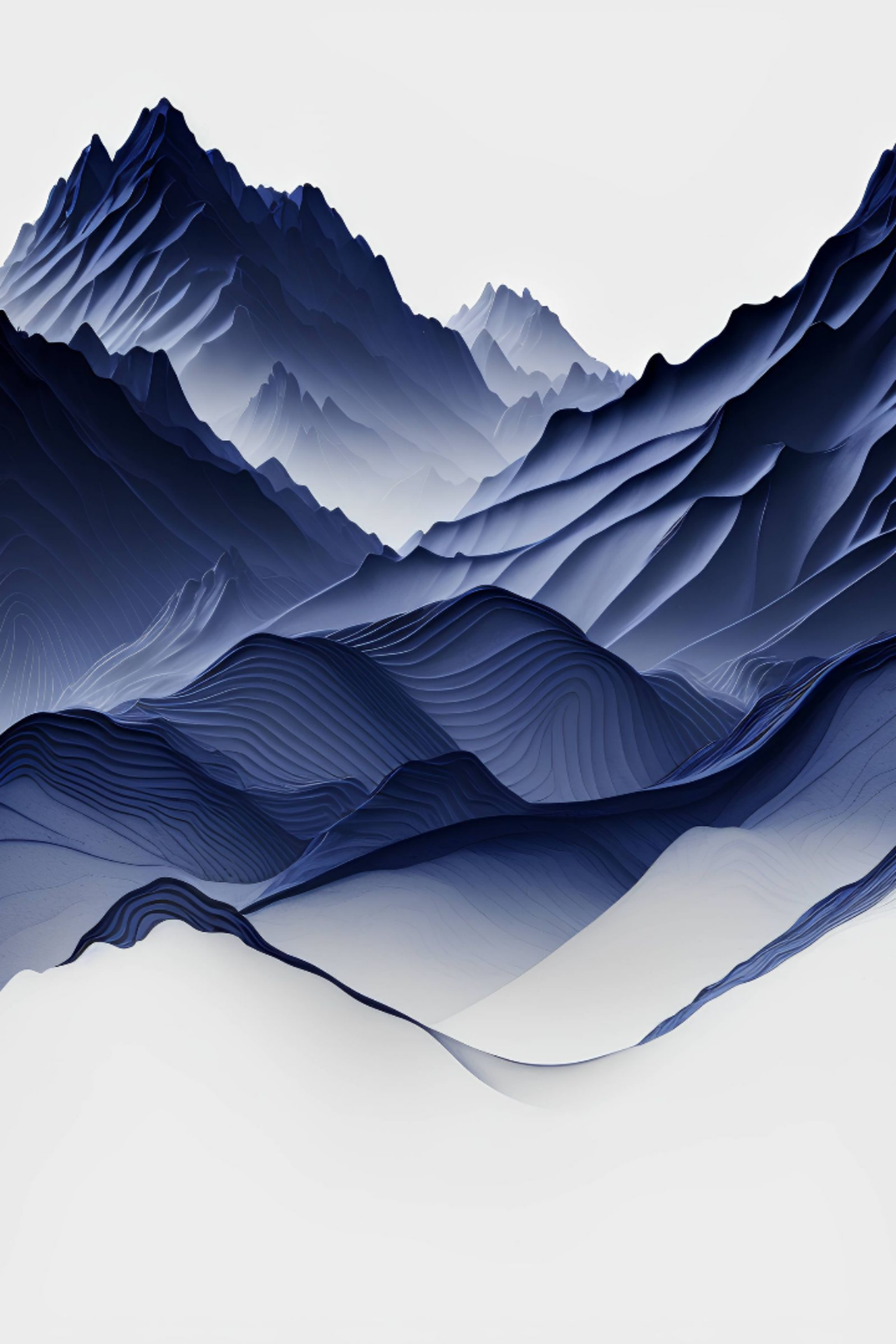


BOW & ARROW
LEARNING
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Conducting Review Meetings

Learn how to conduct effective review meetings by understanding the purpose, roles, and responsibilities, as well as best practices for preparation, communication, and feedback.

● **by Bow and Arrow Learning**



Purpose of Review Meetings

Review meetings serve as a platform to evaluate progress, identify challenges, and make informed decisions to drive continuous improvement and achieve desired outcomes.

Roles and Responsibilities of Participants

Meeting Organizer

The organizer ensures the meeting objectives are met, sets the agenda, and coordinates participation from relevant stakeholders.

Presenters

Presenters provide updates, insights, and analysis of relevant data to facilitate meaningful discussions and decision-making.

Attendees

Attendees actively engage in discussions, ask questions, and contribute their expertise to foster collaborative problem-solving.





Preparation for Review Meetings

Data Analysis

Thoroughly analyze relevant data and metrics to provide accurate insights for data-driven discussions.

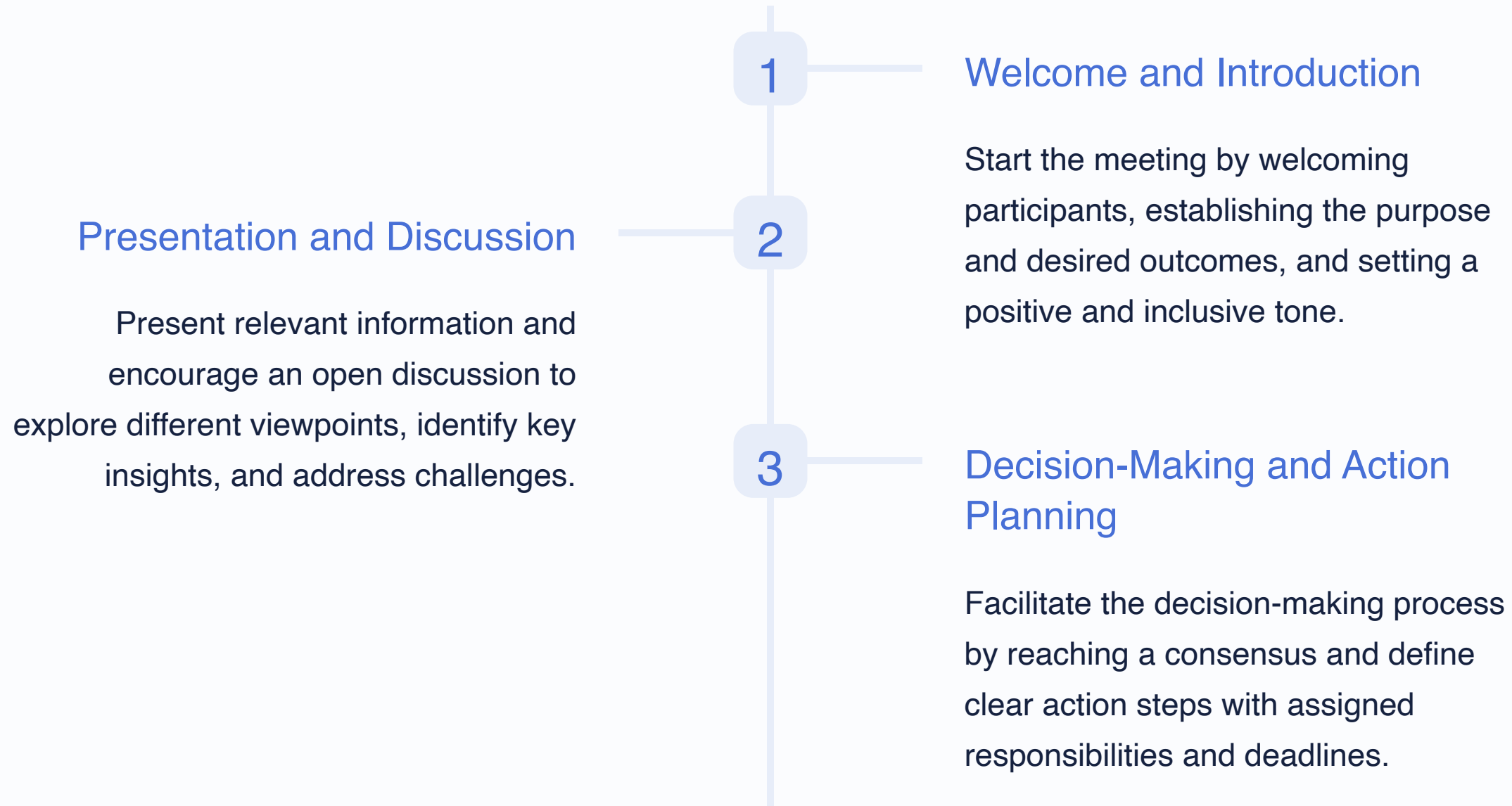
Agenda Design

Create a well-structured agenda that includes specific discussion points and time allocations to ensure a focused and efficient meeting.

Pre-Meeting Communication

Share relevant information and expectations with participants in advance to optimize their preparation and engagement.

Conducting the Review Meeting





Effective Communication during the Meeting

1 Active Listening

Encourage active listening by providing opportunities for participants to reflect, summarize, and ask clarifying questions.

2 Respectful Dialogue

Promote a respectful and inclusive atmosphere where diverse opinions are welcomed and conflicts are resolved constructively.

3 Effective Visual Aids

Utilize visual aids such as charts, graphs, and diagrams to enhance understanding and facilitate engagement.

Addressing Issues and Providing Feedback



Next Steps and Follow-up Actions

Action Plan Documentation

Document the agreed-upon action plan, including assigned tasks, deadlines, and expected outcomes, to ensure accountability and progress tracking.

Follow-up Communication

Communicate the outcomes and action plan to all relevant stakeholders and provide regular updates on progress and any adjustments.