

# 7 Tips to Effectively Lead Staff Meetings



A good staff meeting should have a clear purpose, and an agenda, which is communicated to the attendees beforehand. The meeting should be well-planned and organized in order to save time and make it more efficient. It should also be a comfortable environment for the participants so that they are not anxious or stressed out.

Staff meetings are an integral part of any company as they help establish accountability, responsibility, and transparency among the employees. They also help keep everyone on the same page when it comes to important topics such as new developments in the company or changes in policies.

Effective meetings are crucial for any business or organization that wants to be productive. But how do you make sure that your meetings are effective? We will cover 7 tips on how to run an effective staff meeting below:

## 1. Share the agenda ahead of time

The staff meeting will be more effective if attendee's know what's going to be discussed at the meeting. When you plan ahead and know what will be discussed in the meeting, the staff is more likely to actually engage in conversations and share ideas. This makes for an overall more productive meeting.

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AHEAD OF TIME

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ENSURE EVERYONE IS  
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CLEAR  
UNDERSTANDING OF  
ITS PURPOSE

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BE ORGANIZED

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BE FOCUSED  
AND SPECIFIC

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BE RESPECTFUL

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BE POSITIVE

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## 2. Ensure everyone is at the meeting

Staff meetings are not effective if you don't have all of your key players present. The more people who attend a meeting, the more ideas and opinions you will be able to garner and the better quality of discussions you will have. This can be a challenging task when you have remote employees. Despite the difficulty of virtual meetings, there are some tools that can make them more productive.



## 3. Clear understanding of its purpose

Make sure that everyone who attended the meeting leaves knowing exactly what the purpose of the meeting was and their purpose and action items for them to complete. It's not enough to just get your staff together, you have to have a plan for what you want to achieve and what the meeting accomplished. Make sure everyone who attends knows the purpose of the meeting, otherwise people may feel like they are wasting their time or being taken advantage of.

- **Take charge:** One of the most important practices you can adopt as a leader is stepping in when one or two people start talking over everyone else.
- It can be difficult to gauge where an idea might be coming from in a room so it's always good to involve the quieter members of the team. Go around the room and ask for opinions.
- Be aware of cutting people off - if it happens, try to salvage the conversation by saying something like "Hang on, have you finished"
- Encourage participation by informing attendees that that there are 'no stupid' questions or suggestions; everything on the agenda is up for discussion.
- **Brainstorming session:** This session is to get members' ideas out of their head and onto paper. Everyone should write down their ideas before we discuss them.





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## 4. Be organized

A staff meeting should be planned and well-organized in order to be successful. If you aren't prepared, it will just end up being a group discussion that doesn't get anything accomplished. Group discussions are often a waste of time and energy. However, there are ways to make them more productive. The first is to set an agenda before the meeting starts so that all of the participants know what's expected when they arrive. The next is to have a plan for who will speak, and how much time they will have. This way, the whole group won't be talking at once and nobody will have to struggle to get their opinion heard.



## 5. Be focused and specific

It's easy to be in a staff meeting and feel overwhelmed. That's why preparation is so important, as you can know what your main topics are that you want to talk about. Focus on the single point you are trying to reach, and make sure everyone has the same understanding of what is being discussed.



## 6. Be respectful

It's important to have respect for everyone as you work on a staff meeting. If someone says something you don't agree with, be sure to try not to interrupt them. All ideas should be heard and given proper consideration.

## 7. Be positive

It's important that the tone of the meeting is seen as positive and supportive rather than argumentative or hostile. Remember that it's each person's responsibility to create an environment where all ideas have a chance of being heard. We may not always agree with each other, but we can respect each other's points of view.

