

Communication RHYTHMS

Best Practices Meeting Tips to
Eliminate Annoying Meeting Habits!

Best Practices for Effective Meetings:

1 Have an agenda

- a. Each agenda topic should also have an owner
- b. Create a timeline for topic discussion

2 Assign roles

- a. **Timekeeper** - keeps the meeting running on time, steers clear of rabbit holes
- b. **Notetaker** - jots important notes and “who will do what by when”
- c. **Facilitator** - Creates the agenda and keeps the team to that agenda
- d. **BONUS:** Devil’s Advocate - helps others see the ‘other’ side of the topic or discussion
- e. **BONUS:** Referee - is aware of the tension and calls for timeouts when needed

ACT Dental Coaching Best Practices Tips:

1 Start on Time

Commit to and stick to start and ending times. The timekeeper should be responsible for this and to the allotted times for each topic. Try NOT to be rigid on timing when an important conversation about the topic/objective is taking place. Use the times as a guide.

2 Create and Follow Rules of Engagement

Have a set of rules of engagement for accepted and needed behaviors. Develop a culture that gets more of what you want. If you want feedback, ask for it. If you want engagement, ask for it. If you want less of something... Ask for it!

BONUS TIP!

Utilize these 3 terms to organize your meeting topics into agenda categories.

- **Relate** - this is used in meetings when a message needs to be communicated. “An update on the status of our phones is...”

- **Debate** - this is used when a subject, new idea or project is being initiated or needs insight and brainstorming from the team.

- **Decide** - use this category when an important decision needs to be brought to the team for decision making.