



San Mateo County
Supervisor Tip

TIP OF THE WEEK

To Run a Meeting Well

Insure staff knows what is expected of them in the team meetings you have with them

An important part of running productive and useful meetings is insuring that participants know the behaviors you expect of them. You must let them know this at the outset, obtain their agreement and insure these protocols are followed.

The most important behavior is no put downs of the thoughts of others. Negative comments and body language can kill a meeting quickly.

Other behaviors you expect are: (1) active listening; (2) willingness to participate and candidly express their point of view; (3) finding ways to build on the ideas of others; (4) giving reasons for why you feel the way you do; and (6) keeping an open mind.

THOUGHT OF THE WEEK

**“When the outcome of a meeting is to have another meeting, it has been a lousy meeting.”
Herbert Hoover**



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