

Leading Effective Meetings

GoSkills online course syllabus

Monday, July 21, 2025

Skill level

Beginner

Lessons

22

Pre-requisites

None

Estimated study time

3h for all materials

Instructor

TJ Walker

Planning To Lead Effective Meetings

- 1** **Lead by Example with a Clear Purpose**
Show self-awareness and recognize why meetings fail at your company, and start by identifying a clear purpose for your own meetings.
- 2** **Determine If You Should Have a Meeting - and Where**
Before you reserve time on the calendar, could this meeting be an email? A virtual call? Figure it out before you waste everyone's time.
- 3** **Set An Agenda That Leads to Success**
Prepare your agenda, materials, and send it out before the meeting to get them ready.
- 4** **Create the Perfect Guest List**
Who needs to be in this meeting? Ensure whoever is invited has a reason to be there.
- 5** **Book the Room and Finalize Your Plan**
Part of the planning includes booking your location. What else is on your prep list?

You Are Now Ready for Prime Time

- 6** **Own Your Meeting and Start On Time**
Someone needs to be in charge, so begin your meeting on time to set the right tone for everyone.
- 7** **Make It Easy To Focus Everyone's Attention**
Increase the odds that people are focusing on your discussion.
- 8** **The Pros and Cons of Handouts**
Handouts can inform but also distract - keep the attention on you.

9 Summarize Your Purpose and Use a Gentle Approach
Share a clear summary of why everyone is in the meeting, and then create an environment where people feel comfortable sharing their ideas.

10 Use Questions to Engage and Solve the Tough Problems
Ask thoughtful questions and give people the opportunity to share. This includes the tough subjects when you need to solve a problem.

11 Unlock the Full Power of the Minds in the Room
Be sure to get everyone involved, but don't allow anyone to dominate the time.

12 Time Management and Taking Breaks
Budget your time wisely, but remember to monitor the needs of your audience, especially with long meetings.

13 Finish Strong with Clear Notes and Action Items
Synthesize your meeting with notes, action items, and complete the positive experience for your attendees.

Presentation Best Practices for Effective Meetings

14 Prep Your Speakers for Success
This technique will test your speakers, but can lead to a more focused and effective meeting.

15 Rethink Your Slides and Handouts
Reading off slides and passing out large handouts should be avoided at all costs.

16 Your Presenters Can Be Like TED If You Nudge Them
TED Talks have certain requirements - perhaps your speakers should consider adopting them.

17 The Most Important Meetings Require the Most Attention
Don't leave anything to chance when valued clients or deals are on the line.

Rethinking Everything You Think You Know

18 Let's Try Something Completely Different
Consider these techniques if you want to shake things up and get people to focus.

19 The Amazon Meeting Method
This method of running meetings at Amazon could be a model for you.

20

Consider a Ban on PowerPoint

If you want to make your meetings more interesting, banning slides is an experiment worth considering.

Implementing the Results of the Meeting

21

Follow Up, Get Feedback, and Make Changes

Ensure everyone's time and effort for the meeting was worth it. This includes reviewing action item results and meeting attendee feedback.

22

Leading Effective Meetings for the Rest of Your Career

It's up to you now! Consider what you've learned - even implementing one idea can make a significant change in your meetings.

[Go to GoSkills.com](https://www.goskills.com)