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Successful Meeting Strategies Newsletter

The Cove of Lake Geneva

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You will be this happy enjoying your fantastic rewards! Start earning reward points for the room nights you book for your functions.

Earn a complimentary night in our Anchor Suite, Lake Geneva Cruise Line passes, two rounds of golf at Hawk's View Country Club, and customized rewards! Contact your Cove Meeting Planner today!

Steps to Planning a Successful Meeting

1. **Plan the Meeting.** A successful meeting that produces results is built on pre-planning. Determine who needs to attend the meeting. Decide what you hope to accomplish by holding the meeting. Establish realistic goals for the meeting. These goals will create the framework of the meeting so that it is ultimately successful.

 **“Begin With the End in Mind”** —Steven Covey, *Seven Habits of Highly Effective People*

2. **Make Sure You Need a Meeting.** After you have planned the meeting by setting goals, make the determination whether a meeting is the appropriate vehicle for accomplishing those very goals. Can the meeting, for instance, solve the problem, improve the process, or make an ongoing plan? You may find that you can accomplish the goals through a newsletter, or email, thus saving crucial time and money.

 **“A Meeting Should Not Just Be Convenient for You, but Everyone Participating”**

3. **Ensure Appropriate Participation at the Meeting.** If you determine a meeting is an appropriate means to accomplishing your goals, next decide who must attend the meeting for it to be successful. You must take into consideration scheduling conflicts. Do not go on with a meeting without key personnel you originally determined should attend. In this case, it is better to postpone the meeting than continue on with it. If a delegate attends in place of a crucial decision maker, make sure he or she has the authority to make decisions, or again, postpone the meeting.

 **“Don't Hold a Meeting Without Critical Members”**

4. **Distribute and Review Pre-Work Prior to the Meeting.** Instead of handing out a packet of information at the start of a meeting, or working from a Microsoft PowerPoint, which inevitably becomes a group read-in, consider providing necessary pre-work in advance of the meeting. For example, provide all meeting participants with charts, graphs, and reading material 48 hours prior to the meeting. This will improve the success of the meeting. The more preparation time allotted, the more prepared people will be *during* the meeting.



“When you fail to plan, you plan to fail”

These words hold true when it comes to planning a successful meeting.