



Improving Your Meetings

A Focused Learning Plan

When intentionally designed and facilitated, meetings are essential for collaboration and moving the work forward. When they fall short of that goal, they are not only a waste of people's limited time, they can really sap productivity. The following resources will help you gain strategies for improving the quality of your meetings so you can ensure you're making the most of the time you have.

1. Read "25 Ways to Improve Your Meetings"



30 mins



Whitepaper

The 25 tips covered in this paper span everything from designing the meeting through following up meaningfully. Read this paper to gain valuable strategies, meeting activity designs, and more.

2. Watch "Creating Equitable and Inclusive Meetings"



60 mins



Webcast Recording

No meeting can be truly effective without being culturally inclusive as well. In this webcast, practice critical communication skills to foster inclusion and collaboration in your meetings. Topics covered include how your personal identity shapes the meetings you lead.

3. Complete & Submit Your Final Reflection!

Please complete all of the reflection activities on the next page. Don't forget to submit your work once it's complete.



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Final Reflection

Please confirm that you've completed each of the following activities:

I have read "25 Ways to Improve Your Meetings"

I have watched "Creating Equitable and Inclusive Meetings"

Then, answer the following reflection questions:

1. Think of an upcoming meeting. With that meeting in mind, ask yourself, "what is the outcome I want to accomplish" and "how will people participate or know if they added value". Reflect on those questions below.

2. Now that you understand how our personal identities shape the meetings you lead, reflect on *how* you think your identity changes your meetings. What is one positive and one negative outcome of leading meetings based on your individual identity?

Once you're done, submit your work to receive proof of completion.

Please email your completed PDF to austin@academicimpressions.com

If you would like us to notify your supervisor of your completion of this focused learning path, enter their email in the box below.