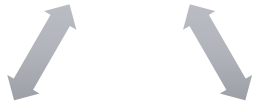


# Effectively Using Your Organizational Meetings

## Organizational Development

Informal



Highly Engaging

Relationship Building

- Revitalizes Energy
- Builds Synergy
- Establishes Trust
- Builds Accountability

## Formal Business

Establish Agenda

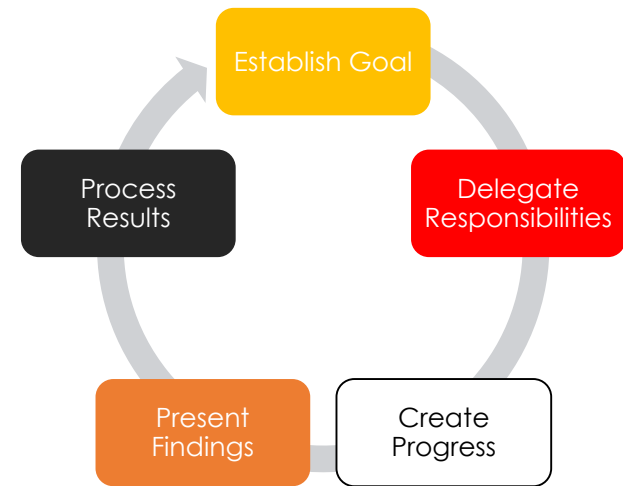
Keep Tight Focus

Limit Distractions

Keep Things Moving

- Should be infrequent
- Meant for large decisions and formal procedures
- Utilizes Rule of Order (Robert's Rules)
- Uses up Organizational Energy

## Planning and Processing



- Most Common Type
- Formality
- Dependent on Topic
- Creates a Sense of Progression
- Fosters "Buy-in" by creating responsibility
- Builds Personal Energy