| **Look For** | **Notes** |
| --- | --- |
| **Purpose of Meeting/Organization**  Agenda, supports meeting purpose, shared in advance  Pre-planning evident   * handouts * norms posted or * reviewed   Room & equipment set up  Honors adult learning theory |  |
| **Start of Meeting**  Start on Time  Welcome group  Review Agenda  Ask for additions, prioritize if needed  Review meeting objectives & norms |  |
| **Exhibits leadership qualities:**  Visioning  Communicating  Motivating  Conflict resolution  Help develop course of action  Invites engagement/ participation |  |
| **Listens and accepts input and feedback:**  Attends fully  Shows understanding by paraphrasing, summarizing, engaging participants  Checks for agreement, acceptance, buy-in  All voices in the room – everyone participates |  |
| **Communication - oral and written**  Professional written & verbal communications  Oral language – Strong voice, appropriate inflection, maintains eye contact, body language compliments verbal language |  |
| **End of Meeting** Summarizes:  States conclusions for Meeting objectives and additions  States next steps or actions to be taken as a result of the meeting (who is expected to do what by when)  Next meeting date and time  Ends on Time |  |