

Running Effective Meetings

Supervisor Skill-Building Session

June 2026

Why Are We Talking About This?



**Increased Employee
Satisfaction & Engagement**



**Improved Communication
& Trust**



**Clarify Priorities &
Expectations**



**Strengthen Team
Performance &
Accountability**

**Good meetings lead to fewer surprises, better performance,
and more engaged employees!**

Do's

- Be respectful of time
- Limit distractions
- Plan ahead and share purpose/agenda
- Be human

Don'ts

- Mis-align tone
- Make it all about report-outs
- Only focus on problems
- Host a supervisor-led lecture on a topic

Anatomy of an Effective 1:1 Check-in/Coaching



Before the Meeting

- Keep it standing on the calendar
- Share or co-create a simple agenda in advance

During the Meeting

- Employee should talk at least 50-70% of the time
- Ask open ended questions
- Check in on agenda items

After the Meeting

- Capture action items
- Follow-up next time

Sample Agenda

- Check-in
- Celebrations
- Review objectives/projects
- Ask questions
- Set expectations
- Outline next steps

Anatomy of an Effective 1:1 Development & PR- Focused

Before the Meeting

- Review notes from previous conversations
- Review budget for professional development
- Understand various opportunities
- Share purpose for this meeting with employee

During the Meeting

- Share appreciation
- Check in on goals
- Ask open-ended questions

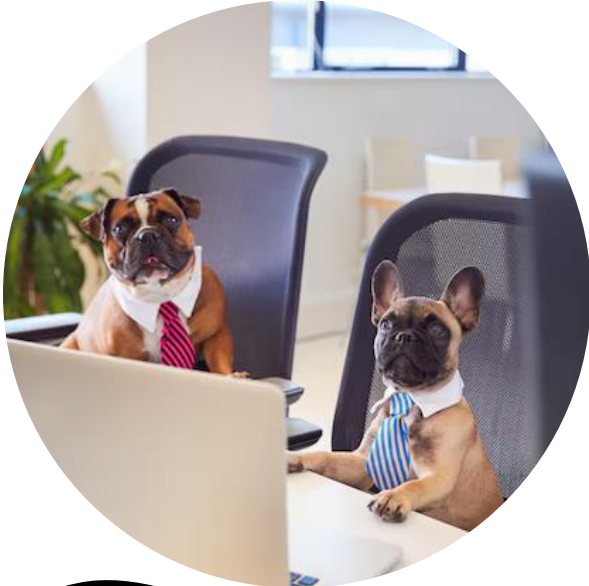
After the Meeting

- Identify next steps
- Agree on the next time to connect on professional development

Sample Agenda

- Check-in
- Go through set goals in Performance Review
- Ask:
 - What's working? What do you need support with?
- Check in on professional development opportunities
- Share & Discuss next steps





Anatomy of an Effective 1:1 Connection Focused

Before the Meeting

- Share the goal of the “meeting”
- Discuss an optimal location

During the Meeting

- Chat! Catch up!
- Keep it casual

After the Meeting

- Thank them for their time
- Find time to do another connection-focused “meeting”

Sample Agenda

- No agenda!



Just Remember

One-on-ones are less about having all the answers and more about creating space where employees feel heard, supported, and understood.



Anatomy of an Effective Team Meeting: General Meeting & Planning



Before the Meeting

- Ask Yourself These Questions:
 - What is the purpose?
 - What outcome do I want?
 - What preparation is needed?
- Create & Share Agenda and Documents

During the Meeting

- Follow Your Agenda
- Be Mindful & Pay Attention
- Encourage Participation
- Manage Discussion

After the Meeting

- Send Summary
- Document Action Items
- Follow-Up

Sample Agenda

- Welcome & Priorities
- Accomplishments & Shout-Outs
- Project Updates
- Discussion Items
- Action Items & Next Steps

Anatomy of an Effective Team Meeting: Strategy & Goal Setting

Before the Meeting

- Ask Yourself These Questions:
 - What is the purpose?
 - What outcome do I want?
 - What preparation is needed?
- Create & Share Agenda and Documents
- Be CLEAR about the purpose

During the Meeting

- Follow Your Agenda
- Be Mindful & Pay Attention
- Encourage Participation
- Manage Discussion

After the Meeting

- Send Summary
- Document Action Items
- Follow-Up





Anatomy of an Effective Team Meeting: Connection Focused

Before the Meeting

- Share the goal of the “meeting”
- Discuss an optimal location & activity

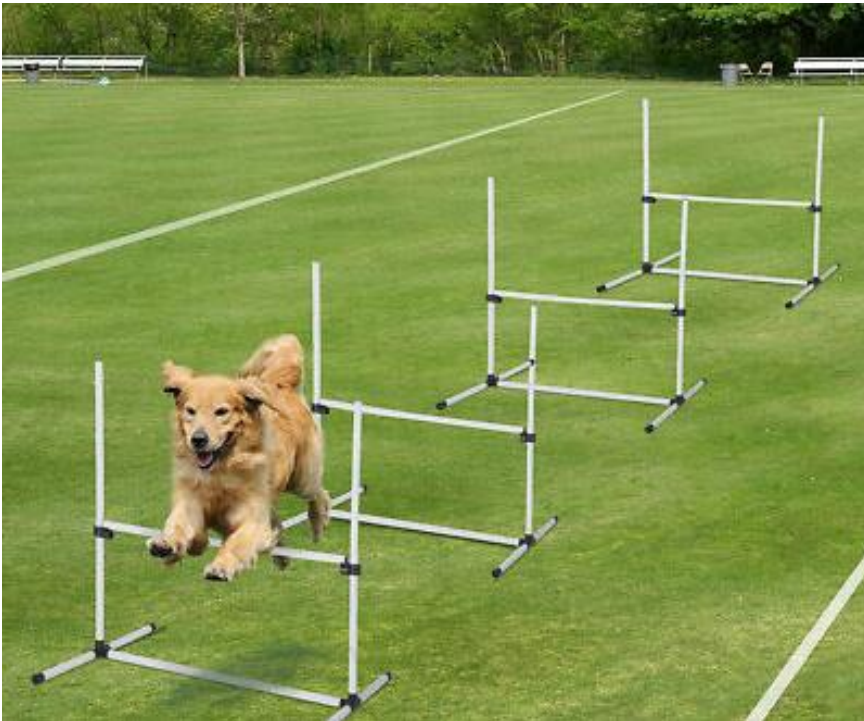
During the Meeting

- Chat! Catch up!
- Keep it casual

After the Meeting

- Thank them for their time
- Find time to do another connection-focused “meeting”

Common Pitfalls & Tips



✗ No Clear Purpose

✗ Too Much Info

✗ Not Enough Info

✗ Going Off Track

✗ No Accountability

✗ Lack of Participation

✓ ALWAYS start with a define objective

✓ Share routine updates before hand. Use meeting time for discussion.

✓ Check for understanding

✓ Use a parking lot

✓ Assign action items
Be specific

✓ Use structured participation methods

Your Role

- Guide discussion
- Keep conversation on track
- Ensure balanced participation
- Clarify decisions
- Manage conflict constructively

The 10-80-10 Rule

