

# IMPACTFUL MEETINGS

## Explicit Expectations

” *The purpose of this meeting is to brief you on a developing situation and then to gather your ideas on how to address workload fatigue.*

- Send an articulated agenda
- Information delivery or information gathering?
- Define roles & responsibilities
- Send information in advance

## Engaging Structure

” *Susan, I know you have first-hand interesting experience with this subject. What do you have to add?*

- Use Breakout Sessions & Polling
- Ask interesting and useful questions
- Acknowledge other people's expertise & experience

## Accommodating

Be self-aware and considerate of other people.

” *I'd like it if everyone could keep their cameras and mics on to help keep us engaged, but only if your personal circumstances allow.*

- Cameras and Mics: On or Off?
- Be Understanding
- Recap with Action Items
- End Early

## Resources

For more on impactful meetings, visit The University of Texas Learning & Development website:

<https://hr.utexas.edu/learning-development>



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