

July 2013

*The Center for Alternative Dispute Resolution Newsletter
State of Hawaii, Judiciary*



Center for Alternative
Dispute Resolution
Hawaii State Judiciary
417 South King Street
Honolulu, Hawaii 96813

Phone:
808-539-4ADR (4237)

Fax:
808-539-4416

E-mail:
CADR@courts.hawaii.gov

Website:
www.courts.state.hi.us/cadr



Benefits of Meeting Preparation

Meetings can be time wasters or energizers. Preparation increases the chances of a successful meeting by providing structure and setting limits. Here are some tips that may make your preparation more successful.

Decide the best way to accomplish your goal:

- What do you want to accomplish? For example, do you need to share information or come to a joint decision? Improve employee morale or camaraderie?
- Ask yourself if your goal could best be met with an e-mail, conference call or another way. Many people complain that they attend unnecessary meetings.
- If you decide to hold a meeting, then identify an appropriate timeframe and location for the meeting:
 - ◊ Allocate enough time to achieve the purpose.
 - ◊ Choose a location that is convenient and accessible for attendees.
 - ◊ If you are aware of a problem at the location such as road construction, limited parking, or a very cold room, advise attendees so they may prepare.
- Consider using Skype and other electronic means to include those who are not able to travel to the location.

Send an agenda to attendees before the meeting so they can be prepared:

- Provide the day/date, start and end times, and meeting location.
- Identify the meeting purpose and outcomes for each agenda item.
- You may want to set time limits for each agenda item.
- Attach materials that will be discussed at the meeting so that attendees can review them before the meeting.
- Request additional agenda items by a deadline before your meeting, and then send out a revised agenda.

Following these guidelines will help all attendees focus on the meeting and meaningfully participate so you can achieve shared goals. The Center for Alternative Dispute Resolution offers two-day training sessions on Better Meeting Management, available to state and county employees at no charge. Visit our [website](#) for more information about this session.