| **Look For** | **Notes** |
| --- | --- |
| **Purpose of Meeting/Organization**Agenda, supports meeting purpose, shared in advancePre-planning evident* handouts
* norms posted or
* reviewed

Room & equipment set upHonors adult learning theory  |   |
| **Start of Meeting**Start on TimeWelcome groupReview Agenda Ask for additions, prioritize if needed Review meeting objectives & norms  |  |
| **Exhibits leadership qualities:**VisioningCommunicating MotivatingConflict resolutionHelp develop course of action Invites engagement/ participation |  |
| **Listens and accepts input and feedback:**Attends fully Shows understanding by paraphrasing, summarizing, engaging participantsChecks 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 additionsStates 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  |  |