

## Attending a Meeting - How you can Play a Role in its Success

From job interviews to **strategy sessions**, it's important to make a good impression in any meeting. Making a good impression starts with careful planning and preparation. So, here are a few tips to help you get ready for your next meeting:

**Confirm meeting time** and place with a quick call or email. This will **ensure** that you don't waste time waiting or traveling and reduces the potential for your colleagues to forget about it.

Always be **punctual**. This way, you won't have to catch up following a meeting and you won't waste time on irrelevant pre-meeting discussions.

Confirm if your attendance is **mandatory**. You may have received an invitation out of protocol or courtesy, or you may be able to send a representative.

Have to leave a meeting early? Let people know at the start of the meeting so your departure is **not disruptive**.

Layout any materials you need for the meeting before it gets underway to prevent unnecessary interruptions.

Keep all materials related to any meeting organized in a labelled file folder or binder so you can find the documents you need when you want them.

Ask if there is any background or related material available for you to review prior to the meeting. This will allow you to **focus** on the agenda at hand.

If you are asked to give a presentation, **review the agenda** to see how much time you have. Then prepare your presentation and practice it to ensure you stay on topic and on time.

Help keep the meeting on track by offering to take notes or by occasionally recording the time on a blackboard.

There is always the potential for delays or **unforeseen interruptions** in the meeting. So, why not take along a work item? This will allow you to accomplish an important task during any downtime.

If you are an executive or manager, delegate duties to someone on your team during your absence. This will help keep your office or department working at full efficiency.

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