

# Mastering Effective Meetings: Strategies for Board and Committees to Grow in Leadership

Application of *The 5 Dysfunctions of a Team* by Patrick Lencioni as it applies to meetings include:

1. Trust
2. Conflict
3. Commitment
4. Accountability
5. Results

“Effective meeting facilitation drives meaningful discussions, fosters collaboration, and leads to actionable outcomes.

Personal reflection/Key Takeaways:

1. What challenges have you encountered in planning and executing a “board/committee” meeting?
2. How do you plan to apply the principles and best practices we’ve discussed today to address these challenges?

Action plan:

What next step will you commit to?

## **Additional Resources:**

*Meetings that Get Results: A Facilitator’s Guide to Building Better Meetings* by Terrence Metz  
<https://a.co/d/01N94DOc>

*The 5 Dysfunctions of a Team* by Patrick Lencioni <https://a.co/d/01WNiyh7>

*How to Design an Agenda for an Effective Meeting*, [www.hbr.org/2015/03/how-to-design-an-agenda-for-an-effective-meeting](http://www.hbr.org/2015/03/how-to-design-an-agenda-for-an-effective-meeting)

## **Online resources:**

Center for Creative Leadership, [www.ccl.org](http://www.ccl.org) “Leading More Mindful Virtual Meetings:  
<https://www.ccl.org/articles/leading-effectively-articles/best-practices-for-managing-virtual-teams-and-meetings/>

“How to Run an Effective Board Meeting” Leadership Institute of the American Dental Association, free course at [www.engage.ada.org/courses/135/review](http://www.engage.ada.org/courses/135/review)