

Meeting Self-Evaluation Form



Meeting Group: _____ Meeting Date: _____

Objective: _____

Desired Outcome: _____

Three Keys:	What you did WELL	Where you can DEVELOP
<p style="text-align: center;">1. <u>PROCESS</u></p> <ul style="list-style-type: none"> • BEFORE Meeting • Starting • Meeting Logistics • Be Proactive • Decision Making Process – Robert’s Rules? • Wrapping up • AFTER Meeting 		
<p style="text-align: center;">2. <u>CONTENT</u></p> <ul style="list-style-type: none"> • Agenda • Focus Attention • Action Summary • Tracking 		
<p style="text-align: center;">3. <u>PEOPLE</u></p> <ul style="list-style-type: none"> • Ground Rules • Active Listeners • Involve Group • Acknowledgements/Recognition • Manage Group 		