



A Framework for Effective Meetings

Do you need a meeting? What kind of meeting?

Type	Best fit when used to:
Individual	<ul style="list-style-type: none"> • Make initial introduction and/or invite participation in inter-agency concept / effort • Relay what has been learned in data gathering, particularly the discovery of problems with agency practice to enlist their involvement in solution • Review problems and potential policy¹ remedies • Draft changes in policy that directly or indirectly impacts them • Resolve tension / mistrust, identify corrective action
Small temporary work group	<ul style="list-style-type: none"> • Evaluate case process • Write policy • Evaluate case processing • Plan focus groups • Conduct a Safety & Accountability Audit or similar assessment • Review policy drafts that affect multiple agencies • Discuss problems/solutions that involve multiple agencies
Small standing work group	<ul style="list-style-type: none"> • Ongoing individual case review and problem-solving • Evaluation and monitoring • Survivors' advisory group or other ongoing consultation with victims of violence against women
Large interagency group	<ul style="list-style-type: none"> • Launch an interagency project • Acknowledge and celebrate accomplishments • Report on interagency efforts, i.e. results of committee efforts, special projects, policy development, tracking and monitoring, impact of policy change, etc. • Reinforce shared commitment • Community education activities, such as awareness month

Whether it is a one-to-one meeting or a large group, the following elements help conduct meetings that further the work and goals of an interagency response to violence against women:

BEFORE	DURING	AFTER
<ul style="list-style-type: none"> • Define goals • Set agenda • Involve the right people • Identify buy-in • Rehearse • Anticipate objections 	<ul style="list-style-type: none"> • Establish a positive tone • Maximize the impact • Manage the agenda • Review outcome of meeting • Take minutes • Identify next steps: what, who, when 	<ul style="list-style-type: none"> • Assess effectiveness • Follow up in writing • Take the next steps

¹ "Policy" throughout includes protocol, procedure, form, other written documents that standardize changes in practice