



Effective Communication in the Workplace

Handout 4

Meeting Preparation Checklist

MEETING PREPARATION SHEET		
Meeting		
Purpose (Owner defined)		
Mandate (What should my influence be?/What should I achieve?)		
Matters from agenda	My viewpoint and approach (According to mandate)	Describe decision/outcome to be achieved
1.		
2.		
3.		
4.		
Checklist		√
1. I have a copy of agenda.		
2. I have a copy of previous minutes, plus comments.		
3. I have my viewpoints and mandate.		
4. I have my presentation and hand-outs.		
5. I have prepared my approach.		