



## A RESEARCH SUMMARY

### **How to Run an Effective Meeting** (Bryant, 2017)

<https://nyti.ms/2WfINHR>

- Set the agenda to give your meeting clear purpose and keep it on track.
- Start and end on time to ensure the agenda is met.
- End with an action plan. Set deadlines and assign owners for action items.
  - Budget some time at the end of the meeting to discuss next steps.

### **The Role of a Facilitator** (Mind Tools, 2018)

<http://bit.ly/2IG66IQ>

- A facilitator plans, guides and manages a group .
  - Design a realistic agenda, monitor check points, summarize.
  - Address side conversations. Use ground rules and meeting goals.
  - Invite non-participants to participate by asking their opinion, offering praise.

### **10 Ways To Be More Confident At Work** (Smith, 2013)

<http://bit.ly/2W0ld1z>

- Confident workers are positive, productive motivators and role models.
- Identify your strengths and capitalize on them. Work on your weaknesses.
- Seek encouragement by seeking honest feedback, focus on solutions.
- Monitor your successes:
  - Make to-do lists. Cross things off and see your achievements.
  - Keep a "kudos file" to refer to when you need inspiration.

### **Building Self-Confidence** (Mind Tools, 2016)

<http://bit.ly/2Tlqx86>

- Self-confidence is built with affirmation, setting and achieving goals:
  - Prepare for your journey.
    - › Think about where you are, where you want to go, use a positive mindset.
  - Start your journey.
    - › Identify skills needed to achieve goals, start small, manage your mind.
  - Accelerate towards success.
    - › Start stretching yourself, stay humble, continue to set goals.

*One can never consent to creep when one feels an impulse to soar.*  
**Helen Keller**