ARIZONA COURT SUPERVISOR PROGRAM
Worksheet

Name: _____ **Title:**_____

Court: _____ **Phone number:** _____

Course: _____ **Date Completed:** _____

After viewing the following resource please complete and submit this worksheet. Make sure you read the Job Aids and Follow-on Activities found in each class.

MANAGING EFFECTIVE BUSINESS MEETINGS

Supervisor Essential Skill – Effective Communication
Learning Objective: Identify steps in planning & conducting effective meetings

1. Choose 3 of the following characteristics in planning and conducting effective meetings. Briefly explain why you feel those 3 characteristics are important?
   a. Preparing for the Meeting
   b. Setting Time Limits for Agenda Items
   c. Encouraging Participation and Discussion
   d. Facilitating the Decision Making Process
   e. Recording and Displaying Information
   f. Setting Positive Tone to the Meeting
   g. Getting Agreement
   h. Using a Parking Lot
   i. Following Up on Meeting

2. Describe your general attitude about meetings. How do they affect your productivity?

3. In your role as a meeting leader list 3 techniques and processes from this session which you will implement in your meetings.

4. Think back on meetings you have attended in the past. What were the key characteristics of the meetings that you felt were successful? What were the key pitfalls of the meetings that were unproductive?

5. Do you use a "parking lot" for ideas that are beyond the scope of a meeting? What benefits and drawbacks do you see to this concept?

6. Consider an instance in which you had to get involved in a meeting discussion. What triggered your participation? What leadership skills did you use? Was the result what you expected? Why, or why not?

I certify that I spent _____ hours completing this unit (CBTs and worksheet) not including breaks.

_____ _____

Signature **Date**

Original worksheet is to be returned with ACS program checklist upon completion of all ACS requirements. A copy may be sent to your training coordinator if you wish to receive COJET credit.

Please complete the evaluation for this topic online at https://www.surveymonkey.com/r/acsonline4