

Further Reading:

Productive Meetings

► **Do We Really Need Another Meeting? The Science of Workplace Meetings**

Authors: Joseph E. Mroz, Joseph Andrew Allen, Dana C. Verhoeven, Marissa L. Shuffler

Source: *Current Directions in Psychological Science*, October 2018

Length: 8 pages

Provides recommendations and a checklist of best practices to promote productive meetings. It also reviews elements that contribute to success before, during, and after a meeting.

[Link](#)

► **Guidelines to Conducting Effective Meetings**

Authors: Carter McNamara, Authenticity Consulting

Source: Free Management Library, accessed on July 19, 2020

Length: 3 pages

Provides succinct guidelines for all aspects of meeting facilitation, including planning, setting the agenda, establishing ground rules, closing the meeting, and evaluating meetings.

[Link](#)

► **9 Best Practices for Engagement in Virtual Meetings**

Author: Beth Kanter

Source: *Connect*, NTEN, October 10, 2017

Length: 2 pages

Offers practical advice about increasing participation and attendee interest in virtual meetings.

[Link](#)

