

# Step 3: Writing Clear Meeting Outcomes





## What is Writing Clear Meeting Outcomes?

A meeting outcome is a desired result or product that will be achieved by the end of the meeting. Clear meeting outcomes are brief written statements, specific and measurable, and written from the perspective of the participant. There are two kinds of meeting outcomes. A meeting outcome can be knowledge-based or a product such as a list or action plan document. When an outcome is knowledge based, the second half of the outcome should include a “so that,” (e.g., Attendees will gain an understanding of the new lunch room schedule so that we can provide appropriate supervision.) Note, there may be more than one meeting outcome.

## Why is Writing Clear Meeting Outcomes important?

Effective meeting outcomes help focus the purpose of the meeting so that all participants are clear on what is to be accomplished. They help the facilitator keep nonrelated topics and concerns from sidetracking the meeting. Clear outcomes also help the team determine if the meeting goals were accomplished.

Yogi Berra said, “If you don’t know where you are going you’ll probably end up somewhere else.”

## How does a coach help the team develop the skills and competencies to function independently?

A coach demonstrates the process for writing specific and measurable meeting outcomes. The coach also models using meeting outcomes as the criteria for monitoring team progress. A coach supports the team’s creation of subsequent meeting outcomes encouraging review and application of the criteria for writing meeting outcomes.

## Resources and References

***Meeting Excellence: 33 Tools to Lead Meetings that Get Results***, G. Parker, and R. Hoffman, (2006) Josey Bass. This useful book has a variety of tools to support team functioning including writing clear meeting outcomes.