



Keyword: Invite

# Successful Meetings: Who Does – and Does Not – Need to Attend Your Meeting?

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by Kevin Eikenberry

Here are two tools to help you determine who should be at a meeting. Of course if it is a team department meeting, the answer to this question might be easy. But in other cases, this list will help you.

## Who Should Be at the Meeting?

Ask these questions when beginning to plan your meeting:

- Who is needed to help reach the desired outcomes?
- Who has information or a perspective that is needed?
- Who has a needed expertise or experience?
- Who will be implementing the plans developed?
- Are there people that should be invited politically? Who could represent a larger group?
- Who could represent a larger group?
- Who else is significantly impacted?

Key reasons to look closely at whom to invite:

- Each extra person costs money!
- Each extra person makes the meeting more complex, in terms of group dynamics, and makes it that much harder to keep a meeting on track.

**Note:** If a person is needed for just one section of the meeting, it is OK to invite someone for just that segment! Don't think that everyone has to sit through the whole meeting. Of course, in order to make this work, you have to have a solid, well-planned agenda.

## Who to Invite to Your Meeting

After you have thought about the "Who Should Be at the Meeting" questions:

1. Make a list of who is needed to help reach the meeting's purpose? (Write it down.)
2. Fill out checklist on the next page. Place your possible participant's names in the top row of boxes. Place a check mark by each name that applies to each question.
3. Only invite those people that have at least one check mark in their column.



## Successful Meetings: Who Does – and Does Not – Need to Attend Your Meeting? (continued)

Potential Participant Name:							
Who has information or a perspective that is needed?							
Who has a needed expertise or experience?							
Who will be implementing the plans developed?							
Politically, who should be invited?							
Who could represent a larger group (and reduce the overall meeting size)?							
Who else is significantly impacted?							
Who might be needed, but not for the entire meeting?							



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