



Planning and Facilitating a Meeting

Career Zone Skill Exchange
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The Steps Involved

1. Who's coming? Who Needs to be there?
(Stakeholder Analysis)
2. What is the "Purpose" of the meeting?
 - Answers the question: "Why meet?"
3. What might come up?
 - Brainstorm all possible topics
 - Narrow/ combine
4. Create "Desired Outcomes"
5. How can we reach our desired outcomes?
 - Create a roadmap
 - Define the process for the discussion
6. Determine roles (Who) and (Time)