

# Seven Tips for More Productive Conference Calls

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1. **Arrive Prepared and Focussed:** A facilitator should be chosen to chair the call. Distribute an agenda beforehand to all committee members. All participants should come to the call well-prepared to bring meaningful and specific input.
2. **Use Time Effectively:** Determine whether an agenda item is informational or one requiring a decision. Frame the decision to reach a timely and clear consensus.
3. **Share Input Effectively:** Value and respect each participant's input and encourage creative and constructive dialogue. Listen carefully and avoid interrupting. Negative or argumentative comments are not productive.
4. **Use Engagement to Build Consensus:** If a call becomes a two person debate, encourage input from other participants or take a poll of everyone in the meeting.
5. **Clarify Options:** Clearly stating a couple of variant or even opposite choices may pave the way to a better final choice.
6. **Respect Time Frames:** Be prepared to postpone a decision to a future call if needed.
7. **Conclude the Call:** At the end of each agenda item, recap and confirm the decision. At the end of the call, recap all the decisions and action items. Thank all the participants for their participation.