



QUICK GUIDE

Tips for effective Multi-Agency Risk Management (MARM) Meetings

Own your opinion. When people say “Everyone feels this way” it usually means *they* feel that way. Encourage “I” statements throughout.

Stay on point. It is perfectly OK to lead or redirect an off-topic point with, “How does this relate to the point we are talking about?” If they cannot answer, suggest they write it on a slip of paper and “park it” until you deal with everyone’s parking lot issues at the end.

Be willing to reach consensus. Keep an open mind that there probably is an acceptable decision that everyone can support, even if some degree of compromise is required.

Strive to meet the stated purpose and expected outcomes of the meeting. If you can achieve this, then the meeting will be successful. If you get stuck with a difficult discussion, refer to the purpose and expected outcomes to re-focus energies.

Respect the agenda. Make sure the agenda details which items are listed for discussion and which items involve decisions. Plan how much time is targeted for each item to make sure the meeting is finished in a respectable time frame.

Listen actively to others. Listen to understand what is being said. Do not “pretend” to listen while you are thinking of how to respond to statements others have made.

No one-on-one side meetings or conversations. This is really distracting.

Manage your own input – no long speeches. Be clear in thought when you have opportunity to give your opinion.

Do not interrupt other participants. Be respectful to others, as you would expect the same for yourself.

Leave the meeting with a clear sense of next steps. Make notes of who is responsible to do what and by when. Include this information in meeting minutes.