Meetings are only one approach to communications, teamwork & decision-making!

When Is a Meeting the Way to Go?

**Do we need two or more of the following?**
- Personal interaction?
- Sharing and building off others’ ideas?
- Group problem-solving?
- Group decision-making?
- A whole group to get the same information at the same time in the same way?

**IF YES...**
- What location makes the most sense? (Phone? Face-to-face? Online?)
- Who would need or want to be there?

**IF NO...**
- What might you do instead?
  - Consider these alternatives:
    - One-way communications
    - Two-way exchanges

**Meeting Alternatives:**
- Personal conversations
- Online surveys
- Written requests for input
- Other?

**One-Way Communications:**
- E-mail
- Newsletter
- Intranet posting
- Website
- Social media

**Two-Way Exchanges:**
- E-mail
- Phone call
- Instant messaging
- Chat through social media

Global Learning Partners