

5 Steps to Better Team Meetings In Your Veterinary Practice



Prepare with Questions: Start with specific questions that will encourage participation and promote creative thinking. Questions drive insight and involvement, and they help set the tone for a productive discussion.



Include Breakout Sessions: For larger groups, divide attendees into smaller teams to work on specific questions or challenges. This encourages more people to share their thoughts and helps generate more ideas. Breakout sessions also provide a comfortable environment for those who may be hesitant to speak up in a larger group.



Focus on One or Two Priorities: Avoid overwhelming the team with too many topics. Pick one or two key priorities and ensure you make progress on those. Depth is often more valuable than breadth, and focusing on fewer topics allows for more meaningful discussions and better outcomes.



Encourage Participation: Make sure everyone has an opportunity to contribute. This can be achieved by going around the room, breaking into smaller groups, or directly asking quieter team members for their thoughts. Creating an inclusive environment fosters engagement and ensures that all voices are heard.



Set Clear Action Items: At the end of each meeting, summarize the key takeaways and assign clear action items. Make sure everyone knows what they need to do next and by when. This helps maintain momentum and keeps everyone accountable.

