

NEMRA[®]



NATIONAL ELECTRICAL MANUFACTURERS
REPRESENTATIVES ASSOCIATION

The Perfect Power Meeting Checklist

As you begin planning for your meetings at the NEMRA Annual Conference, please consider using the following checklist to help you run a high-impact meeting.

✓ PREPARATION

- PLAN- Determine your objective for each meeting you have
- SUCCESS- Outline what a successful meeting looks like
- AGENDA- Prepare written agenda and discuss/send to manufacturers in advance
- 3 CLEAR POINTS- Stay focused on 3 main points and be ready to speak to each
- BRAND- Presentation materials should express YOUR brand and look professional
- CONFIRM- Confirm purpose, time, and location via email the day before

✓ EXECUTION

- OPEN- Open meeting crisply by stating the purpose, benefit, check
- NOTES- Assign a colleague to take notes on key points and actions needed
- IMPACT- Ask impact questions where they can contribute to your conversation
- PIVOT- Pivot smoothly between main subjects when meeting content drifts off course
- BOLDNESS- State your message clearly...take charge and run the meeting
- PRESENCE- Use body language, humor, repetition to project confidence
- CLOSE- Close the meeting strongly using 5 elements; summarize, action items with responsibilities, check to determine if meeting was successful, schedule next meeting or conference call (if appropriate), and say thank you

✓ FOLLOW UP

- EMAIL - Immediately following the conference, send an email summarizing the action items recorded by the designated notetaker.

* Adapted with permission from material developed by Craig Wortmann at Northwestern/Kellogg*



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