



## Tips for a Meeting Moderator

Here are tips for moderating a meeting with respectful communication.

- **Welcome attendees.**  
Greet participants and introduce yourself. Set a positive tone by making everyone feel welcome.
- **Set expectations for respect.**  
Consider using the “7 Keys to a Respectful Meeting” to help set up expectations for respectful meeting.
- **Remind participants of the expectations**  
If meeting participants begin to show disrespectful behavior, refer back to the expectations you set at the beginning of the meeting.
- **Set a good example**  
As the meeting moderator, you need to role model respectful behavior.
- **Use eye contact.**  
Be sure look at your meeting attendees when they are speaking.
- **Don't allow anonymity.**  
Participants will be more likely to follow the meeting expectations when they are asked to introduce themselves before speaking.
- **When in doubt, ask yourself these questions.**  
If you're unsure how to respond, ask yourself:
  - How would I want to be treated in this situation? (The Golden Rule)
  - Would you want your action/decision put on the front page of the newspaper or social media?
  - What action will produce the best possible outcome for everyone involved?
- **Be gracious**
  - Don't be afraid to admit when you've made a mistake.
  - Genuinely thank everyone for their attendance and participation.