START:
Table of Contents

Chapter 1 Staff Meetings Benefit the Practice....3

Chapter 2 Staff Roles in Meetings....5
- The Facilitator....6
- The Recorder....8
- The Participants....9
- Responsibilities Before, During and After....11

Chapter 3 Tools for Success....13
- Sample Agenda....17
- Sample Action Plan....19

Chapter 4 The Four Types of Meetings....21
- Huddles....23
  - Sample Huddle Checklist....27
  - Sample Chart Review Checklist....29
  - Chart Review Checklist Glossary....30
- The Numbers Meeting....32
  - Steps to a Successful Numbers Meeting....36
- The Training Meeting....38
- The Teamwork Meeting....41
- "Top 10" Meeting Ground Rules....42

Chapter 5 How to Problem Solve and Develop an Action Plan....43

Chapter 6 Creating an Environment for Success....49
- Mental Conditions for Success....50
- Physical Conditions for Success....50