## Handout: STOP

![j0183406[1]]()

* Set expectations:
	+ Let your presenters and attendees know you intend on managing the agenda
	+ Let the presenter know that you will give them a signal at five and two minutes remaining.
	+ Set expectations for questions and answers.
	+ Tell attendees to write their questions down to be asked at the end of the presentation avoids unnecessary interruptions, potentially side tracking the conversation.
* Time the presenter:
	+ Use a timer to manage the time of your meeting.
	+ Keep to the allotted time for both the presentation and the question and answer activity.
	+ Always provide a warning time so the presenter does not have to stop abruptly.
* Overcome fear of interrupting:
	+ Set expectations of you interrupting people who go over upfront.
	+ Use your parking lot to hold questions that require more thought in answering.
	+ Call time on questions and answers so you can move to the next topic.
* Politely warn people time is nearing:
	+ Avoid being harsh and rigid.
	+ Treat others with respect
	+ Avoid becoming a tyrant.

Notes: