



16 TIPS FOR AN EFFECTIVE MEETING



Every hour in a meeting is 2.5% of your working week. Protect your time. You cannot make more!

- ♦ *Never accept a meeting request without an agenda.*
- ♦ *There is no agenda; ask for one. Then, only accept if you can add value, and you will get value from it. You don't have to accept every meeting request.*

Before setting up a meeting, write the agenda, topic, purpose, outcome, and time required. Adding purpose and outcome will give you clarity for the meeting and ensure it delivers the outcomes you want. By doing this, you will be able to see if you need to hold a meeting.

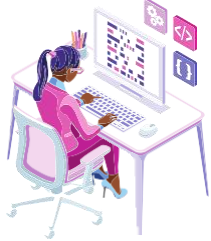


Share the draft agenda and ask for additional topics.

The first agenda point should be confirming all actions have been completed from the previous meeting. Do not accept "NOT Done". Get a date for completion before the meeting.

Only invite the people who will add value or need to be there. Less is more. Quality over quantity.

Send out in advance all PowerPoints and documents and ask all attendees to read them prior to attending the meeting.



If you are inviting senior people, talk to them so they know their role and that you are running the meeting. If you need their support, then ask in advance.



Use the time to your advantage where you are concerned about overrunning. Set meeting end time for pre-lunch or end of the day. People will not want to overrun when they're hungry or want to beat the traffic.

Stop people from taking over the meeting by:

- ♦ *Sitting them to your left or right, more difficult for them to make eye contact and, therefore, dominate the conversation*
- ♦ *Explain that points need to be concise.*
- ♦ *Interrupt, thank them and remind them of the time constraints.*
- ♦ *Ask another attendee for their views*



Online meetings. Use technology to your advantage:

- ♦ *Online voting on points by raising a hand*
- ♦ *To stop people interrupting or talking over each other, ask them to raise a virtual hand.*
- ♦ *Use chat too*

Hybrid meetings: groups in a room and individuals on laptops. Follow the same rule in point 11. But also, be clear that there shouldn't be a secondary meeting happening in the group. It's best you ask everyone to join on their laptops.



Chairing the meeting:

- ♦ *Thank everyone for joining*
- ♦ *Explain the purpose of the meeting and when the meeting will finish.*
- ♦ *Set the rules*
 - no phones/no emailing
 - use raised hands to talk
 - wait to be asked to talk
 - no interruptions
 - be concise
 - don't read slides; summarise points
 - You will bring points to a conclusion



Going off-topic, interrupt the speaker, thank them, and agree to add the point to AOB.

Appoint an action point/minute taker in advance. If there is a person who usually loses focus or talks too much, choose them, and they will have to stay focused.

- ♦ **Action point taker to summarise points at the end of the meeting. Get agreement from all who have attended.**
- ♦ **Send out the action points with the next meeting date, if applicable, with dates the actions should be completed.**



Follow up action points 5 days prior to their delivery date to ensure that they are on track.

Start the next meeting and review the action points from the previous meeting. No one wants to be the person who is shown not to have completed their action points.