

# Objectives

- Strengths and weaknesses of your meetings
- Characteristics of a good meeting
- Prepare, structure and control meetings
- Action plan

PREVIEW

# Programme

Session 1: Introduction 10 mins

Session 2: The trouble with meetings 40 mins

Session 3: Meetings: the principles 65 mins

Break

Session 4: Meetings: the details 80 mins

Session 5: Action plan 20 mins

# Bad news

A recent survey said:

- 49% felt they wasted at least 3 hours a week in meetings
- The more senior they were, the more meetings they went to
- 17 hours per week spent at meetings
- Running meetings – a crucial part of their jobs (80%)

Plus:

- You don't learn from experience
- People copy your bad habits

## Why meetings matter

- Improve your promotion prospects!
- The leader as leader
- Team cohesion
- More meetings

+

More virtual and temporary teams

=

Need for better meeting skills

MEETINGS

## The five principles

- Plan
- Inform
- Prepare
- Structure and control
- Summarise and record

MEMBER

## Plan and inform

- Is the meeting necessary?
- Who should be invited?
  - Development
  - Knowledge
  - Authority
- Do they understand:
  - what will be discussed?
  - why?
  - what the meeting should achieve?

MEETING

# Agendas

- Sufficient detail
- Logical order
- Appropriate time slots
  - *urgent* items
  - vs
  - *important* items

MEMORANDUM

## Structure and control

- Evidence *before* interpretation
- Interpretation *before* decisions
- Keep stages separate
- Stop:
  - jumping ahead
  - unnecessary back-tracking

MEMORANDUM



## Summarise and record

- Summarising – the chair's job
- Summarise each topic
- Summarising
  - helps keep control
  - makes minute-taking easy
- Recording – *not* the chair's job

MEMORANDUM