

## Running Meetings

### Efficiency and Effectiveness of Meetings

Meeting's Efficiency	High	Wasted Time: Eliminate when Possible	Most Productive: Don't Touch
	Low	Useless: Eliminate Immediately	Wasted Time: Improve Structure
		Low	High
		Meeting's Worth and Purpose (Effectiveness)	

Meetings should serve a valuable purpose.

### Meeting Rules of Engagement

1. Everyone has the opportunity to speak candidly, and everyone has the opportunity to talk.
2. Job titles don't matter – everyone has value to offer.
3. Vigorous debate (without criticism, personal attacks).
4. Listen to others (without interrupting).
5. Offer encouragement.
6. Cell phones on silent.
7. We will stick to time limits on the agenda.

### Results Orientated Agendas

The biggest improvement that can be made to meetings is to move from a task focus to a results focus. An agenda is critical to achieve this.

1. State a goal to be accomplished.
2. Specify work to be done prior to meeting.
3. Organise around a few, specific results.
4. Provide timing flexibility.
5. Specify what is to happen between this meeting and the next one.

## Running a Firm Meeting

1. Distribute agenda and any pre-session work well in advance.
2. Call each person a day or two in advance to remind them of venue, time and any pre-session work.
3. Begin the meeting with a clear start and finish time – and demand that people abide by these.
4. Begin by reviewing the “rules of engagement.”
5. Keep introductory comments to minimum.
6. Quickly review the agenda, ask if any questions, and move to the first item.

Adapted A Weiss

### Meeting Checklist

*(To be completed as a group following each meeting, and discussed)*

		✓ or X
1	Results orientated agenda set and distributed prior to meeting.	
2.	Members read agenda and minutes prior to meeting.	
3.	Meeting started on time.	
4.	Meeting followed agenda.	
5.	Tasks specified for what is to happen between this meeting and the next one.	
6.	Vigorous debate (without criticism, personal attacks).	
7.	Encouragement offered.	
8.	Cell phones were on silent.	
9.	Members actively listened.	
10.	Wait-time used.	
11.	Meeting finished on time.	