

5 golden rules for successful meetings

For sit down, planned meetings companies will accelerate potential through better, focused organisation of meeting, thereby maximising the benefit from meetings.

1. Plan

*** Advanced notification meeting with more than 2 people requires even a rough meeting agenda Use the template attached.

- Understand the objective
- Know what you want to achieve

2. Communicate

- Inform people what is to be discussed (in advance)
- Inform people what outcomes are expected

*** (Captured on a master action Notes template)

3. Prepare and circulate in advance) an agenda with:

- Logical sequence
- Priorities identified and clearly titled
- Expected timescales for each topic
- Preparation in view of discussion (circulated)
- Methodology of consideration (PowerPoint / sampling / open forum / document advance supplied)

4. Control (appointed recognised leader and timekeeper)

- Keep people to the point
- Stop side meetings (respect each others point)

5. Record (Master Action Notes template)

- Write down every decision or agreed action and identify responsibilities and timescales (The circulate as soon as possible the actions to all parties involved)
- What is the next follow up meeting on which first point is review of the above?
(Type these during the meeting for speed?)



