

## **Worthwhile and effective meetings - A 'Good Practice' Guide**

Task 2 - Good practice, before during and after a meeting

### **Before**

- 1. Clear purpose and objective**
2. Is it necessary to meet? Alternatives
3. Involve the right people - no essential people missing or unnecessary participants
4. Agenda
5. Allocate sufficient time for the meeting - not too long or too short
6. Circulate relevant documentation (including agenda and minutes from previous meeting)
7. Allow time for participants to prepare.
8. Participants prepare, including finding out about new participants.

### **During**

1. Don't be late
2. No interruptions - phones, messages , other meetings etc!
3. Keep to the time allocated
4. Incorporate breaks / refreshments, if appropriate
5. Choose the right physical environment (natural daylight) and location. Remove chairs to discourage procrastination?
6. **Good leader / chairman.** Who can manage and take control - or make sure someone does!
7. Allocate note taker
8. Participation from all
9. Permit 'part time' attendance
10. Good rapport - right atmosphere, avoid excessive formality, or making people defensive
11. Stick to Agenda
12. Review action taken on previous decisions to ensure people accountable
13. Invite 'Any other business' topics early, to identify any which might reshape the meeting
14. Keep to the point, avoid going off at a tangent. Minimise irrelevant input from self promoters / pontificators.
15. Participants listen to all contributions and avoid broadcasting
16. General focus on actions / looking forward
17. Ensure sufficient resources to implement decisions
18. Summarise regularly and confirm decisions / 'buy in' from all
19. Consider using technology during the meeting - onscreen whiteboard / minutes / decisions
- 20. Clear decisions against objectives with allocated and documented responsibilities for follow up with timescale**

### **After**

1. Minutes (SMART minutes) distributed quickly after meeting, including to those not present which clearly document actions agreed and owned and timeframe.
2. Spread responsibility for follow up
3. Participants feel enriched / meeting worthwhile
4. Implement agreed action on time
5. Set date of next meeting / time and method of reviewing post meeting action

Task 1 - Characteristics of good and poor meetings,

### **Worthwhile**

Expectations set in advance

Identify new opportunities

Foundations laid for future discussions / opportunities

Mutually beneficial action /decisions

Homework (prepare) - Focus on the task - complete your actions

For professionals/time chargers - that the other party are happy to pay!

Good personal connection

Given opportunity to prove ones self

Good for personal development

### **Poor use of my time**

No clear purpose

No agenda

No follow up

No preparation - copy someone else's homework and 'bluff' - delegate actions to someone else.

Start late and go on too long

Lack of focus - Internal free ranging discussions rather than addressing decisions

Sales meetings where the 'buyer' is not the decision maker

Different expectations of the purpose / outcome

Meetings about meetings

Free advice

Other side don't turn up! Poor biscuits!

### **Shipleys Business Breakfast people**

Please contact one of our October meeting team for more help or visit [www.shipleys.com/](http://www.shipleys.com/) for more about our people and how may be able to assist.



Steve  
Foster



Simon  
Robinson



Stuart  
Dey



Dean  
Hardy



Carol  
Stevens



Jane  
Eden



Martin  
Frost



Dawn  
Boyle