

Meetings



How to do them better



Three Reasons Why **You're Not** Confident in the Chair

Tech fears

- Rehearse the tech beforehand
- Get help in the room if necessary
- Test the tech with delegates who aren't confident



Lack of subject matter expertise

- Review the last minutes
- Review the topics that might come up
- Don't worry about the seniority of people in the room
- Prep, prep, prep



Not knowing how it will go

- Restate the clear objective
- Practice what to say when the discussion goes off topic
- Have allies in the room
- Have a minute taker so you can focus
- Chair as many meetings as you can – it's a skill you can improve





Too long

Meeting is scheduled for ages or runs late

People will be itching to get out. Time is money. Focus is lost if the meeting goes on too long.



Too formal

People won't participate enough

Formality works in some situations but if you want lots of chat and debate, pitch the tone of the meeting at the right level of formality.

Meeting Fails



Not enough interaction

Participate or watch delegates sleep

Plan the agenda so discussion points and presentations alternate. Too much time without interaction and your attendees will switch off.



Unhelpful conflict

Difficult behaviour spirals

Shut down conflict where it won't help you resolve discussion points, or watch the meeting disintegrate as people argue even more.



Before the meeting

Objective

Have an objective. Know why you are meeting, who needs to attend and get the right people in the room.

Agenda

Get input to the agenda. Make it realistic. Circulate it in advance with any papers.

Logistics

Book a room, refreshments, tech. Let people know where you're meeting. Plan breaks.

Pre-conversations

If decisions are being made, talk to the people involved to understand their positions. Plan how to cover them in the meeting.



During the meeting

Welcome

Set the tone. Do introductions. Restate the purpose of the meeting.

Facilitate

Ask questions. Make sure everyone has a chance to speak. Stop side meetings. Give everyone a chance to raise AOB

Confidence

Have a parking lot. Plan the timings. Keep the meeting on track. Finish on time. Get commitment for another meeting time.

Goals

Help the group come to decisions. Meet the goals for the meeting.



After the meeting

Minutes

Document the meeting: actions, decisions, key discussion points. Send them out to attendees and people who didn't make it

Follow up #1

Call people who didn't attend or who were given actions in their absence

Follow up #2

Make sure people do their actions

Book next meeting

If you need another meeting, book one.