

Meetings with purpose

How to make your meetings work for you and the participants

Before every meeting think about:

» Objective

- Clarify what you are looking to gain from having the meeting
- Decide on the type of meeting - is it for decision making, information sharing, idea generation, problem solving or a combination?

» Participation

- Be ruthless about who **really** needs to be there
- Make it clear to the participants why they are there so they have a reason to turn up – send an agenda if it helps
- Let people know what roles they will have at the meeting e.g. if the meeting is to come to a decision about something - what input do you want from each person, what pre work should they have done to be informed?
- If you want decisions to be made be sure that the decision makers will be in the room

» Environment

- Think about a suitable location for the type of meeting you are having and the participants
- What can you do in advance to minimise any distractions?
- How long do you really need to deal with your objectives?

» Prepare

- Practice anything that will help you to manage the timing, the people and the decision making process
- Give others the chance to prepare - send out any reading that you want participants to look at, with enough time for them to read it
- Think about the techniques you will use to make sure everyone in the room is participating
- If the meeting is to make decisions - what processes will you use?
- Think about timing for the meeting and how you will manage this – first step is to be ready to start on time
- What could derail the meeting – what's your contingency approach?
- Be clear on the role you want to have in the meeting
- Depending on the role you want to have consider having an independent person to run the meeting

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During the meeting consider:

» Discussion

- Set the context for the meeting and what you are hoping for as outcomes
- Give all participants a chance to discuss things that are important to them
- Listen, question and receive input
- Check that all the issues and points of view been covered

» Alignment

- Find out if all participants are aligned to the direction you are moving in – if they're not check what else needs to be discussed

» Decision making

- State upfront what decision making processes you will use
- Use appropriate tools to help the decision making process
- Communicate clearly what decisions have been made

» Action

- Agree the actions - stating clearly what needs to be done a result of the meeting
- Put in place timeframes and a process to review the actions
- Allocate roles for delivery of the actions
- Check everyone understand the actions and are aligned to deliver
- Be sure the meeting finishes with everyone knowing what they have to do
- Consider how confident you are that everyone will do what they have committed to
- Follow up and review – send out minutes/ action plan if appropriate

Congratulations on a successful and productive meeting

If you would like to reduce waste in
your business
by improving your effectiveness in
meetings - contact Kandula

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