

EFFECTIVE MEETINGS

Plan	Inform	Prepare
<ul style="list-style-type: none"> ✓ Define meeting objectives: <ul style="list-style-type: none"> - share information - solve problems - make decisions - build team ✓ Determine time, place, additional invitees. 	<ul style="list-style-type: none"> ✓ Notify: <ul style="list-style-type: none"> - team members - other invitees ✓ Book room (if necessary). 	<ul style="list-style-type: none"> ✓ Prepare agenda: <ul style="list-style-type: none"> - put topics in logical order - set times for topics ✓ Check that promised follow-up from previous meetings is occurring.
Structure & Control	Summarise & Record	Follow-Up
<ul style="list-style-type: none"> ✓ Follow your meeting plan ✓ Listen ✓ Ask for clarification ✓ Summarise ✓ Contain digression ✓ Manage time 	<ul style="list-style-type: none"> ✓ Appoint meeting recorder: <ul style="list-style-type: none"> - not team leader - rotate from one meeting to another if desired ✓ Check for agreement when recording decision, actions and plans. 	<ul style="list-style-type: none"> ✓ Perform agreed actions ✓ Evaluate meetings ✓ Prepare for the next meeting

RATE YOUR MEETING FOR EFFECTIVENESS

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|--|-----------|
| <input type="checkbox"/> Minutes, agenda, reports and other materials were circulated on time, prior to the meeting. | 1 2 3 4 5 |
| <input type="checkbox"/> Agenda topics were clear, specific and in logical order. | 1 2 3 4 5 |
| <input type="checkbox"/> Everyone was there before the starting time. | 1 2 3 4 5 |
| <input type="checkbox"/> The meeting started on time. | 1 2 3 4 5 |
| <input type="checkbox"/> The meeting was not interrupted. | 1 2 3 4 5 |
| <input type="checkbox"/> The meeting finished on time. | 1 2 3 4 5 |
| <input type="checkbox"/> The right people were present and everyone contributed. | 1 2 3 4 5 |
| <input type="checkbox"/> People had completed all the actions from the previous meeting. | 1 2 3 4 5 |
| <input type="checkbox"/> The group behaved appropriately and reached true consensus on key decisions. | 1 2 3 4 5 |
| <input type="checkbox"/> The meeting remained focused on the right issues. | 1 2 3 4 5 |
| <input type="checkbox"/> Key decisions and agreements were summarised and recorded at the end of the meeting. | 1 2 3 4 5 |
| <input type="checkbox"/> The actions agreed upon were satisfactory. | 1 2 3 4 5 |
| <input type="checkbox"/> The meeting was helpful and an effective use of people's time. | 1 2 3 4 5 |

1 = Very Poor 2 = Needs much improvement 3 = Average, needs improvement 4 = Minor problems 5 = Excellent