

Factsheet

Skills Boost Topic 4 Running Effective Meetings



Introduction

As your career progresses you tend to take on more responsibilities and as well as attending more meetings you're likely to need to run meetings too. There are a number of things you can do to help ensure that the meetings you run are successful and most importantly productive.

Why is it important?

Productive meetings are an excellent way to help everyone do their job and deliver results. However they don't just happen by accident they need to be planned and managed. This helps to ensure that they have a focus, structure and purpose with clear objectives and outcomes, all of which are the responsibility of the person who is running the meeting. Good attention to detail and planning will help you to run effective meetings and here are some tips to help keep you on track.

Running Effective Meetings: Tips

- Ask yourself what type of meeting it is, for example it could be: an update, a discussion to generate new ideas, a review or communicating new procedures
- Always have an objective for the meeting. Write it down and ensure that everyone attending knows the objective before it takes place. This gives everyone the opportunity to prepare
- Plan how much time the meeting will need – aim to allow enough time to ensure everything that needs to be, will be covered in the meeting
- Prepare an agenda. Clearly show start and end times, the date, time and location of the meeting and who will be attending. If different people are giving presentations ensure they have a set time allocation
- Send a copy of the agenda in advance to everyone attending

- Prepare your materials in advance, and decide how these will be presented for example you may want to use Power Point, if so check the room has the equipment needed
- Always ensure the meeting starts on time, and aim to finish on time – if this is not possible, gain agreement from those in attendance to extending the finish time
- During the meeting note key points and when you complete one of the agenda items give a brief summary to the group
- If one person is dominating the discussion, make a point of asking others what they think to ensure their views are heard and taken into consideration
- Keep your meeting on track and avoid drifting away from the agenda
- List all the actions from the meeting and note who will be undertaking them and by when
- Summarise at the end of the meeting so everyone knows what has been agreed and what to do next
- After the meeting take time to review it and think about what you would do differently next time
- Soon after the meeting send a summary to everyone who attended, list the actions and where appropriate give the date of the next meeting.

Next steps

- Use a plan for all the meetings you run
- Learn from experience what works well in your organisation and build on this
- Don't be afraid to ask for feedback from your meetings and be prepared to act on it
- Always ensure there is a clear objective for every meeting you run.

The Agile Nation project provides workplace support and development for women and businesses in the convergence area of Wales, to find out more visit www.agilenation.co.uk