

EFFECTIVE MEETINGS

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Items required for effective meetings:

PLAN

The chair should approach the meeting with due thought and preparation.
(What would be the consequences of not holding the meeting?)

- Consider your precise objectives for the meeting
- Be clear why you need it
- Then list the subject areas

INFORM

Notice of the meeting should signal intentions so that all can attend prepared with appropriate necessary information for decisions.

The agenda should be clear as to:

- What is to be decided, and why
- Who is needed (How is their expertise related? Why are they needed?
Then make sure they are there - attending)

PREPARE

In setting the agenda, look for logical connections between topics, and arrange them in the necessary order so that important items get the fullest attention even if they are not urgent.

Agenda items should be in:

- logical sequence
- based on importance, not urgency

STRUCTURE AND CONTROL

Each agenda item should proceed according to stages with the chair keeping control of the discussion so it is continually clear where the group is in the decision-making process.

Stages:

- State the proposition
- Consider the evidence
- Hear arguments and interpretations
- Determine action
- Keep people from jumping ahead or going over old ground

SUMMARIZE AND RECORD

The chair, after each agenda item, should summarize the decision, making clear who is responsible for next steps; this is what the secretary records.

- Summarize
- Record right away
- Indicate the person responsible for any action

(From "Meetings, Bloody Meetings" - John Cleese video/training - 1976)