

# Effective Team Meetings

Team meetings are a key part of building a powerful team dynamic.

Team meetings shouldn't be a chore. **Planning and running effective team meetings is an essential part of a leader or manager's role.**

And there are a stack of benefits to running effective meetings, including:

- Building a feeling of **togetherness** – team
- Sharing **information**
- Asking and answering **questions**
- Discussing **important issues**
- Helping your team members develop the **ability to think clearly**
- Gaining **perspective** on issues
- Seeing how your team members **interact** with each other
- Helping your team members work more **effectively as a team**
- Encouraging team members to raise **concerns and issues**
- **Sharing** best practice

I'm sure you've attended meetings that are less than productive, sometimes even a complete waste of everyone's time!

**It's important to remember that meetings cost money.** Just think about who is attending, how much they are paid for their hour of work and you'll see that the cost quickly adds up. It's essential, then, that every meeting is productive and delivers the outcomes you are looking for.

To help make your meetings work, consider these suggestions:

1. Have a **clear purpose** for your meeting and be very clear on the outcome, or results, you want from it
2. Don't try and **do too much**, or cover too many issues in the meeting
3. Plan ways of making the meeting **interesting**
4. **Prepare an agenda**, even its just the key points you will cover
5. Start the meeting **on time**
6. Open the meeting by stating and **clarifying objectives and expectations**
7. Appoint **someone to take notes**, and ensure all participants take their own notes on issues specific to them (ownership)
8. **Encourage participation** and ensure you take a balanced approach and involve everyone
9. **Keep discussions on track**
10. When a decision is made, ensure its **agreed by all participants** and is **recorded**
11. Check that you have **achieved the objectives** you set for the meeting
12. **Agree on** team and individual actions and **action plans**
13. Seek commitment from participants as to exactly what they are going to do, and when (**Commitment To Action**)
14. **End the meeting on time**
15. **Hold people accountable** for the commitments to action they make
16. Do a **cost-benefit analysis** of your meetings

Be sure your meetings make a difference. Be clear on the objectives you are working towards and that the outcomes you reach support them.

**How effective are your current team meetings?**

## Take action now:

*Download and use the checklist to help you assess how effectively you plan and conduct your team meetings. It's just a starting point so be sure to add to it any elements specific to your team and objectives.*

# Planning & running effective TEAM MEETINGS

## CHECKLIST

Use this checklist to help you assess how effectively you plan and conduct your team meetings. It's just a starting point so be sure to add to it any elements specific to your team and objectives.

.Leader name:	Meeting date:
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<b>Planning and Preparation for the meeting</b>	
• I have a clear purpose for the meeting	Yes / No
• I have clearly defined outcomes I would like to achieve in this meeting	Yes / No
• I am confident the content I plan to cover is appropriate, relevant and worthwhile (including highlights of the week, best practice examples, issues/challenges, critical issues, etc)	Yes / No
• I have given participants the opportunity, where appropriate, to contribute to the meeting's agenda	Yes / No
• I have prepared a written agenda for this meeting	Yes / No
• I have prepared a brief summary of the last meeting to cover in this meeting, focusing on the past actions and commitments to revisit (accountability for past commitments made)	Yes / No
• I know how I am going to inject some fun into this meeting	Yes / No
• I have allocated adequate time for the meeting and ensured all participants have done the same	Yes / No
• I have advised everyone of the meeting and any preparation they may need to do	Yes / No
• I have organised a suitable place to meet with all required resources (whiteboard, screen, enough chairs, privacy, etc)	Yes / No
• I have ensured we will have no unnecessary interruptions during the meeting	Yes / No

<b>Conducting the meeting</b>	
• The meeting started on time	Yes / No
• I used the prepared agenda to outline and keep the meeting on track and checked for understanding by all participants	Yes / No
• I covered actions and commitments from the last meeting and carried forward items as appropriate	Yes / No
• We shared best practice examples	Yes / No
• We discussed key issues	Yes / No
• We agreed on post-workshop actions	Yes / No
• I gained specific Commitments To Action from individuals as appropriate	Yes / No
	Yes / No
	Yes / No

<b>Behaviours in the meeting</b>	
• The meeting was inclusive – everyone had a voice, everyone's view was heard	Yes / No
• Everyone participated and made a contribution	Yes / No
• We effectively dealt with any dysfunctional behaviour	Yes / No
• Everyone was respectful of and to each other	Yes / No
• This meeting positively contributed to our team dynamic	Yes / No

• This meeting delivered a satisfactory outcome in terms of return on investment – of time, money and energy	Yes/No
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<b>Notes</b>

ABRIDGED VERSION