

# Managing Meetings

Managing successful meetings requires planning and with the combined experience of the Icendris Team we have summarised our recommendations for success:

## Before

- Be selective about who attends
- Circulate the agenda at least a week before
- Request that participants are prepared and know that they are expected to contribute to the meeting
- Ensure thorough preparation regarding any issues requiring specialist advice.

## During

- Begin on time, every time
- State the purpose and objectives of the meeting and the finishing time
- Agree a decision making process
- Appoint a minute taker
- Ensure there are no interruptions - telephone calls, beepers etc.
- Follow through actions from previous meetings
- Control the agenda and co-ordinate, direct and control discussion – limiting it to the agenda items only
- Use flip charts to co-ordinate discussion
- Be impartial and encourage participation from all - especially quiet people
- Actively seek different views - debate helps decision making
- Manage the verbose
- Keep in mind the objectives and feelings of participants
- Use adjournments to improve attention and for informal discussions
- Agree conclusions at each stage
- Summarise decisions and actions at the end
- Ensure all items on the agenda are covered
- Evaluate the effectiveness of the meeting and your management of it
- Arrange the date and time of any further meeting
- Finish on time.

## After

- Circulate meeting minutes/ actions as soon as possible – inviting comment.