1 You are going to take part in a meeting to decide how to improve meetings in your own place of work. Look at the agenda below and make notes.

**Agenda**

1 Aim

   - To create an action plan for best practice in meetings.

   **Task Hints**
   - Think about relationships, setting, and outcome.

2 What do you like about our meetings now?

   - relaxed and informal

   **Task Hints**
   - Be thorough without being personal.

3 What is wrong with our meetings now?

   - time-wasting

4 What makes an effective meeting?

   - Circulate agenda beforehand.

   **Task Hints**
   - What makes ‘the perfect meeting’?

5 What changes would you like to make to the way we hold meetings?

   - Set a time limit.

6 Action plan

   - Draw up the action plan. Review the meeting and summarise. Close.

2 Now have your meeting, using the agenda in 1 to help you.

3 Complete the evaluation of the meeting. Compare your responses with other members of your group.

**Evaluation checklist**

<table>
<thead>
<tr>
<th>Statement</th>
<th>Yes</th>
<th>No</th>
<th>Partly</th>
</tr>
</thead>
<tbody>
<tr>
<td>The meeting was successful.</td>
<td></td>
<td></td>
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<tr>
<td>The meeting kept to time.</td>
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<tr>
<td>The attendees kept to the agenda.</td>
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<tr>
<td>All attendees participated successfully.</td>
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<td></td>
<td></td>
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<tr>
<td>The meeting was chaired effectively.</td>
<td></td>
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<tr>
<td>An appropriate action plan was drawn up.</td>
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