

6b A meeting on meetings

Pete Sharma

- 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

» Task Hints

1 Aim	To create an action plan for best practice in meetings.	
2 What do you like about our meetings now?	relaxed and informal	» Think about relationships, setting, and outcome.
3 What is wrong with our meetings now?	time-wasting	» Be thorough without being personal.
4 What makes an effective meeting?	Circulate agenda beforehand.	» What makes 'the perfect meeting'?
5 What changes would you like to make to the way we hold meetings?	Set a time limit.	» Brainstorm ideas and choose your top 3.
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			
The meeting was successful.	yes <input type="checkbox"/>	no <input type="checkbox"/>	partly <input type="checkbox"/>
The meeting kept to time.	yes <input type="checkbox"/>	no <input type="checkbox"/>	nearly <input type="checkbox"/>
The attendees kept to the agenda.	yes <input type="checkbox"/>	no <input type="checkbox"/>	partly <input type="checkbox"/>
All attendees participated successfully.	yes <input type="checkbox"/>	no <input type="checkbox"/>	quite <input type="checkbox"/>
The meeting was chaired effectively.	yes <input type="checkbox"/>	no <input type="checkbox"/>	quite <input type="checkbox"/>
An appropriate action plan was drawn up.	yes <input type="checkbox"/>	no <input type="checkbox"/>	partly <input type="checkbox"/>