

Managing meetings

Tips for effective meetings and action points. The last meeting at the University you attended. Was it successful? How do you think meetings at the University could be more effective?

Plan

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Definitions

Meeting

- is an event in which a group of people come together to discuss things or make decisions.

To manage

- means to direct or control a business, part of a business, or the people who work in it

Tips for effective meetings and action points are:

- Participants: choosing the right ones is the key to the success of any meeting. Make sure all participants can contribute and choose good decision-makers and problem-solvers. Try to keep the number of participants to a maximum of 12
- Agenda: check all meetings aims have been addressed; will you need a future meeting?
- Key points and actions: summarise the who/what/when. Minutes should be short and concise and issued within 24 hours
- End by allocating ten minutes to review how you performed as a team: what were the positive/negative points

How to make meetings more effective

- **Stay on Track** (it makes the time far more productive)
- **Set a Definite Time-Frame** (everyone attending the meeting should know that it will start and end on time)
- **A Need-to-Know Basis** (everyone invited to the meeting should have a legitimate reason to be there)
- **Clarify Tasks** (it will eliminate ambiguity, and ensure that the objectives are accomplished)
- **Document Every Meeting** (helps to eliminate later misunderstandings)