

WILY MANAGER

*Just-in-Time
Management Advice*

Effective Meetings

Effective Meetings

- Have a defined purpose and clear objectives with a written agenda
- Members have prepared in advance and are engaged
- Balance of discipline, flexibility, diplomacy

- and determination
- Members have defined roles and respect established ground rules
- Efficient, result focused, and ultimately save time and effort
- Result in a series of tangible action items
- Capture insights and enthusiasm
- Motivate people to specific action
- Efficient and result focused
- Are documented and summarized with commitments well understood



This is one of a series of management cheat sheets available from www.wilymanager.com

Four points to meeting Effectiveness

Prepare

- Ensure the purpose of the meeting is well understood. Ask what would happen if this meeting did not take place.

- Prepare the agenda in advance.
- Ensure that the desired outcomes of the meeting are articulated in advance.
- Make sure all the participants are prepared in advance.

Communicate

- Inform all participants well in advance of the details of the meeting; the purpose and outcomes; and, preparation required.
- Circulate agenda in advance, as well as any other reading material

Ineffective Meetings

- Lack participation
- Dominating leader or member, unbalanced involvement
- People don't listen to each other
- Off track –stays off track too long
- Inefficient, results unclear
- Ideas and different views are criticized or squelched
- Action assignments and outcomes are not clear

Control

- Start on time
- Review ground rules and assign roles
- Use a “Parking Lot” to keep on the agenda
- See tools section for other resources for controlling the meeting.

Document and Follow-up

- Record main discussion points and decisions for future reference. This list becomes your meeting minutes
- Clarify actions and assign names and deadlines to them

Get the Complete Topic Bundle

At Wily Manager, we offer easy-to-understand management tools and advice that you can put to work right away.

Get the complete '**Effective Meetings**' topic bundle at www.wilymanager.com

Related Topic Bundles

[The One on One Meeting](#)

[The Skip Level Meeting](#)

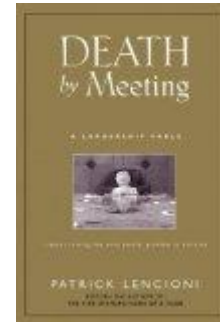
[RACI – Responsibility Charting](#)

[The Business Review Meeting](#)

Wily Manager Picks

[Death by Meeting: A Leadership Fable...About Solving the Most Painful Problem in Business](#)

Patrick Lencioni



[Meetings, Bloody Meetings](#) (video)

John Cleese Training

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