



Suggested Format for Managing a Meeting

Managing a Meeting

Before the meeting

Consider:

- What is the purpose of the meeting/what do I want to achieve?
- Who actually needs to be there?
- What is the most appropriate time to hold the meeting?
- Where is the best place to hold the meeting?
- What will be discussed - the Agenda?
- Ensure that everyone attending is clear on what will and won't be discussed

During the Meeting

- Start on time. Don't reward latecomers by waiting.
- Follow a clear structure: *Introduction, Main Body, Conclusion*

Introduction

- Greeting & Welcome
- State the purpose/time of the meeting
- Outline the Agenda points
- Encourage participation - through you!
- Emphasise time constraints
- Allocate responsibilities i.e. note taker/timekeeper

Main Body

Introduce each agenda point making initial points for discussion. As discussion takes place it is essential to:

- Maintain Control/participation
- Keep the discussion on track
- Allow involvement from all participants
- Prevent conflict from getting out of hand
- Keep to allocated time
- Summarise agreement/action on each agenda point before moving to next

Close

- Finish on time
- Summarise all the points agreed
- Ensure that each participant is clear about the action they must take following the meeting and the completion date for same
- Thank everyone for attending and for participating.
- Remind any latecomers on the necessity for arriving on time in future

After the Meeting

- Minutes are not required, just action points. What, by when, by whom etc
- Follow up to make sure that allocated responsibilities/tasks are actually completed
- It is also useful to discuss with the participants how they felt the meeting went. Feedback is always useful to help make the next one better.