

# MORE EFFECTIVE MEETINGS

A common complaint within many organisations is the fact the meetings, to quote one workshop delegate, "are a complete waste of time".

The five "golden rules" for more effective meetings are:-

1. **Plan**
  - what are your objectives?
  - what do you want to achieve?
2. **Inform**
  - tell members what you will discuss and why
3. **Prepare**
  - sequence the agenda
  - sensible time allocation
4. **Structure and Control**
  - structure the discussion
  - control the members
5. **Summarise and Record**
  - summarise decisions
  - record decisions and action points

If we take a close look at these five rules we notice that Plan, Inform and Prepare take place before the meeting begins. It is prior to the meeting that the crucial preparatory work must be done if the meeting is to be successful. The fifth phase in the process Summarise and Record, involves the minutes to be distributed after the meeting is over.

**The message is clear. If meetings are to be run successfully, a high proportion of work must be done outside the meeting.**