

# Top 10 Tips – Managing Effective Meetings

Supplied by: *The Development Company Limited*



1. Have a clear purpose for the meeting.  
Example: The pilot Management Development Programme for managers report has summed up 3 points for review:
  - i) timing of the training
  - ii) the internal management role in learning transfer and
  - iii) the possibility of using mentors for talent management.

Having a clear purpose helps attendees prepare and the Chair person keep the meeting on track.
2. Agree objectives written as outcomes  
Example:  
Talent Management  
Update on existing mentoring scheme with recommendations for adaptation to management development.  

Having outcomes (verb) based agenda items helps attendees prepare, the Chair to keep the meeting on track and the Minute Taker know what to listen out for.
3. Keep attendee numbers to a maximum of 8.  
Any more than this number and you have to use committee management techniques.
4. Keep meeting duration to an hour, or have half hourly breaks to re-energise.  
It sounds counter-intuitive, but keep meetings short in duration. Research indicates that less is more.  
If you do choose to have a full day meeting, have regular breaks, use energisers and get people moving to keep momentum up.
5. Have a list of groundrules agreed so every attendee is part of the way meetings are run.  
The agenda is the task, how we work together is the process. Take some time to agree how the meeting will work – it pays off. For instance, if you agree 'No mobile phones to be on' and one person's phone rings, the group will manage the interruption if they were part of the rule making.
6. Appoint a Chair person who can facilitate discussions, sum up debates and actions and control the meeting.
7. Have a Minute Taker who can accurately sum up the discussion and actions.
8. Allow constructive debate – it is healthy.
9. Appoint an Action Champion who will check that everyone has completed the actions they agreed to.
10. Add a 2 minute review at the end of every meeting.  
What did we do well?  
Could we improve?  
(You can vary the review – run a main group discussion, syndicate group (2-3 people) review or a confidential postal box)

## Top 10 Tips supplied by...

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