



The Communications Clinic

UNLOCKING POTENTIAL

Chairing Effective Meetings

Role of the Chair

Purpose

- What is the purpose of the meeting? Active Title.

Objectives/Outcomes

- Tangible outcomes needed.

Objective

Information

Decision

Action

Purpose

- What is the purpose of the meeting? Active Title.

Objective

- Tangible outcomes needed. Information, Decisions, Actions.

Structure

- What is the structure of the meeting?

Time

- How much time is allocated to the meeting?
- How much time is allocated to each section?
- What is the cut off point for each section?

Agenda


Sample Agenda

Background/Scenario

Productivity in a specific team has fallen by 5% over six months.

The team leader has been asked by management to call a meeting with the team.


The meeting needs to establish;

- the cause of the drop in performance,
 - the reasons behind this and
 - start the beginnings of an action plan to address the key issues
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Sample Agenda

Meeting Name: Meeting of Team to discuss Performance Report

Agenda Topics:

1. Presentation by Team leader on sales performance report
 2. Discussion of Performance Report
 3. Brainstorm potential actions to be taken
 4. Plan for next months conference
 5. Recap of decisions made and actions to be taken
 6. Any Other Business?
- 

Sample Agenda

Meeting Name: Meeting of Team to discuss Performance Report Quarter 1 and 2

Time: 10.05 **Date:** 14th July **Location:** Meeting Room 2

Duration: 55 minutes

Agenda Topics:

1. Presentation by Team Leader on the background to and detail in recent performance report. **5 Min**

Sample Agenda

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Time: 10.05 **Date:** 14th July **Location:** Meeting Room 2

Duration: 55 minutes

Agenda Topics:

1. Presentation by Team Leader on the background to and detail in recent performance report. **5 Min**
2. What are the causes of the recent drop in performance levels? **15 Min**
For Discussion and For Decision
15 minutes in total. 10m for discussion and 5m for agreed decision
Advanced preparation needed: Read attached performance report


Sample Agenda

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Time: 10.05 **Date:** 14th July **Location:** Meeting Room 2

Duration: 55 minutes

Agenda Topics:

1. Presentation by Team Leader on the background to and detail in recent performance report. **5 Min**
 2. What are the causes of the recent drop in performance levels? **15 Min**
For Discussion and For Decision
15 minutes in total. 10m for discussion and 5m for agreed decision
Advanced preparation needed: Read attached performance report
 3. What are the three key factors contributing to the above causes? **15 Min**
For Decision
15 minutes in total. 10 m for discussion and 5m for agreed action
- 


Sample Agenda

Meeting Name: Meeting of Team to discuss Performance Report Quarter 1 and 2

Time: 10.05 **Date:** 14th July **Location:** Meeting Room 2

Duration: 55 minutes

Agenda Topics:

1. Presentation by Team Leader on the background to and detail in recent performance report. **5 Min**
 2. What are the causes of the recent drop in performance levels? **15 Min**
For Discussion and For Decision
15 minutes in total. 10m for discussion and 5m for agreed decision
Advanced preparation needed: Read attached performance report
 3. What are the three key factors contributing to the above causes? **15 Min**
For Decision
15 minutes in total. 10 m for discussion and 5m for agreed action
 4. Brainstorm potential actions to be taken to address the factors above. **15 Min**
For Action
Initial discussion to be held regarding potential actions to be taken and team member to be selected to explore each in more detail.
- 


Sample Agenda

Meeting Name: Meeting of Team to discuss Performance Report Quarter 1 and 2

Time: 10.05 **Date:** 14th July **Location:** Meeting Room 2

Duration: 55 minutes

Agenda Topics:

1. Presentation by Team Leader on the background to and detail in recent performance report. **5 Min**
 2. What are the causes of the recent drop in performance levels? **15 Min**
For Discussion and For Decision
15 minutes in total. 10m for discussion and 5m for agreed decision
Advanced preparation needed: Read attached performance report
 3. What are the three key factors contributing to the above causes? **15 Min**
For Decision
15 minutes in total. 10 m for discussion and 5m for agreed action
 4. Brainstorm potential actions to be taken to address the factors above. **15 Min**
For Action
Initial discussion to be held regarding potential actions to be taken and team member to be selected to explore each in more detail.
 5. Recap of decisions made and actions to be taken **3 Min**
 6. Any Other Business? **2 Min**
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Agenda Topics

Information

Discussion / **D**ecision

Action

Agenda Actions

Task

Owner

Deadline

Output

Introductions

Conclusions

Dealing with Disruptions

Conference Calls

Contact Details

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