



How to Run an Effective meeting

- I. People often hate having meetings and expressions such as the following are have been heard in your company or at the water cooler it is indicative that your staff does not respect the meetings your company holds:

- Death by Meetings
- Waste of Time
- Have more important things to do
- Why are we getting together to discuss selling more when we could be out selling more

- II. But not having meetings or having poorly planned meetings mean less opportunity to bring your team together to discuss important issues

Failure to have meetings often leads to:

- Poor intracompany communication
- Employees are uninformed of important company information leaving them feeling out of control and less productive
- In the absence of information people will develop their own way of doing their job, and each person in the company may do the same task differently. Absence of standardization in performance of tasks creates huge problems in a company including the occurrence of only one person qualified to handle a function and when that person is out, or on vacation chaos erupts as everyone is left to figure out how that job is done.
- Company is missing the opportunity to include team members in developing and implementing strategic and tactical plans
- Limited feeling of team concept and employees feel unappreciated
- Disenfranchised/disconnected/uninvolved employees

- III. Often company owners or managers damage their own effectiveness by how they call a meeting or run a meeting. Examples of how we as leaders undermine the quality of meetings include:





- We don't give sufficient notice for a meeting
- Scheduled meetings are often cancelled or rescheduled the owners or managers whim. Such cancellations are a lack of respect for other peoples time.
- We don't insist that meetings start on time.
- We don't insist that every meeting have an agenda. When leaders wing it, meetings don't come off well
- Often meetings encounter scope creep as outside issues hijack topics of importance
- Meetings don't end on time and drag on interminably
- Leaders discuss ideas make plans and then don't delegate the work to others to help get the actions completed
- Don't setup followup for key issues and important ideas and process improvements evaporate without being implemented

IV. Components of a effective meeting

- Give sufficient notice for people who need to attend a meeting
- Inform attendees what the meeting is about
- Inform attendees if they need to bring info to the meeting
- Don't cancel Meetings
- If meetings are to be repetitive set specific date and time
And don't juggle or change meeting time
- Have an agenda for a meeting
- Start the meeting on time
- Stick to agenda
- If other important topics emerge place them aside for a separate discussion
- Delegate tasks around the topic to attendees
- Set time for followup meeting

V. Implement Great Meetings Environment/Build Culture of Great Meetings

- Implement steps above in every meeting

VI. Measure Effectiveness of the meetings

- All meetings start and end on time
- Every meeting has an agenda
- People attend and are energetically involved





- People other than the meeting maker leave with tasks to perform
- Repetitive meetings are supported by all attendees
- Follow-up meetings show people completing assigned tasks
- Strategic and tactical plans are being achieved
- Operations are better and profits are improving do to better operations

