

# 5 golden rules for successful meetings

For sit down, planned meetings companies will accelerate potential through better, focused organisation of meeting, thereby maximising the benefit from meetings.

## 1. Plan.

\*\*\* Advanced notification meeting with more than 2 people requires even a rough meeting agenda Use the template attached.

- Understand the objective
- Know what you want to achieve

## 2. Communicate.

- Inform people what is to be discussed (in advance)
  - Inform people what outcomes are expected
- \*\*\* (Captured on a master action Notes template)

## 3. Prepare and circulate in advance) an agenda with:

- Logical sequence
- Priorities identified and clearly titled
- Expected timescales for each topic
- Preparation in view of discussion (circulated)
- Methodology of consideration (PowerPoint / sampling / open forum / document advance supplied)

## 4. Control (appointed recognised leader and timekeeper).

- Keep people to the point
- Stop side meetings (respect each others point)

## 5. Record (Master Action Notes template).

- Write down every decision or agreed action and identify responsibilities and timescales (The circulate as soon as possible the actions to all parties involved)
- What is the next follow up meeting on which first point is review of the above? **(Type these during the meeting for speed?)**



# meeting agenda

meeting.

objective.

venue.

date & time.

attendees.

apologies.

topic no.	allocated time	topic	objective	process	preparation
1.					
2.					
3.					
4.					
5.					

