

Six Secrets

**to holding a good meeting
... every time**

Presented

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Secret One

The right reason

- Explain a plan or program
- Tell people what to do ... and how
- Report on what's been done
- Gain support for an idea
- Define or solve a problem
- Gain consensus for a decision
- Training
- Motivation



Secret Two

The right people and

- Those in a position to contribute
- The decision-makers
- Those responsible for implementation
- Represent a group that will be affected by decisions made

the right number of people



Secret Three

The right room

- **Appropriate size for group**
- **Necessary facilities:
equipment/catering/parking etc**
- **Appropriate room arrangement**



Secret Four

The right equipment

- Choose appropriate equipment
- Ensure compatibility with visuals and room
- Allow enough time to set up
- Be familiar with equipment
- Have technician available for problems



Secret Five

The right visuals

- Determine type of visuals to use
- Match sophistication of visuals to audience
- Uncluttered and easy to understand
- Presented in logical sequence



Secret Six

The right skills

- Leadership
- Encourage participation
- Able to control troublesome participants
- Keep on track
- Summarise
- Use visuals effectively
- Achieve goals



General Principles

To make a meeting productive

- plan for the meeting
- be prepared, read the agenda
- show common courtesy to each other
- listen before speaking
- stay involved
- take responsibility



Role of the Chair

- Start on time
- Introduce new members and guests to group
- Refer to people by name
- Stay neutral, ignore negative comments
- Listen
- Keep to agenda
- Encourage participation
- Ensure full discussion of issues
- Ensure agenda items resolved or assigned to committee/person
- Thank members and guests for attendance
- Finish on time



After the Meeting

After a meeting ends

- evaluate the meeting
- write up and distribute minutes within two or three days
- add unfinished business to next meeting's agenda
- follow up items delegated to members or committees