

CHECKLIST: EFFECTIVE MEETINGS



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APRIL 2016



BEFORE

DURING

AFTER

FACILITATORS – CHAIRPERSONS

- ☐ Decide whether a meeting is the best way to achieve your objective/s.
- ☐ Define clear objectives for the meeting (to make a decision, share information, solve a problem, etc).
- ☐ Select the right participants – only those who need to be there.
- ☐ Be realistic about what can be achieved in your meeting, and aim for a meeting length of no more than one hour.
- ☐ Set an agenda, allocating time for each agenda item, and share at least two days in advance. Also share any reference materials and details on what needs to be prepared before the meeting.
- ☐ Book the room for 15 minutes before and after your meeting. Arrive 15 minutes before the start to prepare the room, switch on the computer, etc.

- ☐ Exercise good facilitation skills when chairing the meeting:
 - Start and end the meeting on time.
 - Assign roles to participants as appropriate (timekeeper, minute taker, etc).
 - Facilitate discussion in a way that encourages input from everyone and ensures constructive engagement of participants.
 - Keep discussions on track. Park items which are not on the agenda and decide at the end how to address them.
 - Where possible, press for closure on each agenda item, securing agreement on decisions and who will do what by when.
 - Wrap up the meeting by recapping decisions, action points, the staff member responsible for the action, and agreed deadlines.

- ☐ When the meeting is over, take a couple of minutes to clean up the room and leave it functional for the next users.
- ☐ Circulate minutes within 48 hours of the meeting. These should capture issues discussed, decisions taken, action points and the timeframe for completion of the actions.

PARTICIPANTS

- ☐ Prepare before the meeting and come ready to contribute:
 - Read materials that were shared in advance
 - Get required input from your team and think if anyone else should join you
 - Double check the time and venue for the meeting

- ☐ Participate fully and constructively in the meeting:
 - Accept any role which may be allocated to you by the chairperson (timekeeper, minute taker, etc).
 - Share your views in a constructive manner, listening to and respecting others' views and not dominating discussions.
 - Stay focused on the discussion – no mobile devices, PCs or side conversations.
 - Be willing to volunteer or take responsibility for follow-up actions that are agreed in the meeting.

- ☐ Minute taker to draft and circulate minutes within 48 hours of the meeting.
- ☐ All participants to deliver on their agreed actions after the meeting, within the deadline given.

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