

HOW TO ORGANISE MEETINGS EFFECTIVELY

M.R.

Before the meeting



- Make sure everybody knows the time and place
- Develop an agenda
- Make sure the room is open and set up properly – enough chairs,.....

During the meeting 1



- Start on time
- Minute taking
- Encourage group discussion to get all points of view
- Stay on top of things
- Don't use your position as facilitator to impose your personal ideas and opinions on the group
- Non-verbals are important, too
- Don't be afraid of silence

During the meeting 2



- Guide the discussion towards closure
- Decision making
- Take time at the end of the meeting to process
- End on time

After the meeting



- Minutes
- Follow up with people

- Start getting ready for the next meeting!