



Another Meeting?

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Cynthia has more than 20 years of experience in diverse operations, human resource management and professional staff development.

She has extensive experience in operations management, leadership development, and human resource consulting and recruiting. She is an experienced professional capable of applying her proven leadership skills to the implementation of programs that build successful teams, improve productivity, and enhance morale.

Most of us feel pressured by the amount of time we are expected to spend in meetings. However, in today's professional environment, businesses are demanding a higher level of interaction between departments and business units to ensure the delivery of a quality product. Thus, meetings are often the most effective method of sharing information, achieving accountability amongst team members, and completing work.

Take responsibility for making every meeting a success by following a few simple guidelines:

1. *Determine the Purpose.*

Prior to the meeting, carefully select your attendees and prepare them by communicating the specific goals of the meeting and your expectations. If necessary, distribute a meeting agenda and accompanying information.

2. *Be Prepared.*

On the day of the meeting, ensure that you have all required documents or audio-visuals needed for your meeting. Closely follow your meeting agenda to avoid interruptions and ensure the meeting stays on point.

3. *Be Positive.*

As a meeting facilitator, keep your facial expression and tone of voice positive. Encourage input from participants. Always try to end the meeting on a high note and thank everyone for their attendance and contribution.

4. *Follow up.*

Distribute the meetings minutes / notes and ensure that the order of minutes follows the order of the agenda. Distribute meeting minutes as soon as possible, after the chairperson has reviewed and approved them. After summarizing the business of a meeting decide whether you need to meet again and if so, set a date and time.

In order to evaluate your skills as a meeting facilitator it is helpful to ask selected participants for feedback. Whatever level of success you have achieved in chairing meetings it is import to remember that there is always room for improvement.

For more information on our team of consultants, please visit us at www.draprandassociates.com.