



## Top Tips Managing Meetings

*'It is essential for the cabinet to move on, leaving in its wake a trail of clear, crisp uncompromising decisions. That is what government is about. And the challenge to democracy is to get it done quickly.'*

*Clement Atlee*

1. Keep the objectives of all meetings clearly in mind
2. Plan meetings carefully - decide who is to be present, circulate the agenda and any relevant information in advance.
3. Ensure that all, and only, the people necessary are present.
4. Agree time limits in advance, and start on time.  
Try to hold meetings in a room with a clock.
5. Plan the agenda carefully, allocating specific amounts of time to each item. Include time to establish the aims of the meeting, ensure effective discussion, reach conclusions, and agree actions as necessary.
6. Ensure that, when minutes are necessary, these are concise and definite, and include references to who is to do what, and by when.
7. End meetings on a positive note, summarising decisions taken and action to be implemented.
8. Remember, as chairman, to blend the two roles of referee and leader.
9. Analyse your performance as chairman regularly, and be prepared to solicit feedback so that you can develop your skills.
10. Review regular meetings from time to time. Make sure that they are necessary, and that the right people are there.