

# *Six Secrets*

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





# Secret One

## ■ Have a good 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
- 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 the 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 (balance of facilitation & guidance)
- Encourage participation
- Use visuals effectively
- Able to control troublesome participants
- Keep on track
- Summarise
- 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
- 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