



Participating in meetings

Basic expectations are:

A clearly defined purpose to your meeting

Ask questions such as; why are we meeting? What are we trying to achieve? Meetings can also achieve interpersonal objectives like teambuilding, brain storming or problem solving. Make sure you clearly communicate the meeting purpose well in advance to give attendees time to prepare.

Advise people of the meeting in time for them to be able to attend

Lack of planning and sufficient notice can mean important people are missed out of meetings.

Set an agenda

An agenda aims to keep discussions on track and to keep everyone focussed on the issues. The agenda should be distributed to attendees before the meeting. Stay focused on the topic under discussion.

Start and finish on time

Make sure the meeting starts and finishes on time so participants feel that their time is valued and that they can plan for effective meeting participation to fit in with their work load.

Manage the participants

It is important that every person feels their attendance and contribution is valued. People must be given the opportunity to express their opinion as well as recognising they must also listen to others without interruption.

Tips for meeting attendees:

- ✓ respond in a timely manner to requests for agenda items
- ✓ be on time
- ✓ be well prepared:
 - ✓ be familiar with the agenda and objectives
 - ✓ if uncertain about the purpose or your role, ask beforehand
 - ✓ review minutes of previous meeting, if any
 - ✓ read or gather background information ahead of time
 - ✓ have action items assigned to you at prior meetings completed

✓ bring a copy for yourself (and others if appropriate) of the agenda and other materials distributed in advance

✓ be concise and to the point

✓ participate in a constructive manner, don't interrupt, listen to others and be respectful

✓ stay on topic

✓ volunteer your time, talent and expertise to get things done

✓ be realistic in your availability and ability to carry out action items

✓ bring your diary for scheduling future meetings