

Tips for Effective Meetings October 2005

<p>PPS Performance MinuteSM www.globalpps.com sales@globalpps.com 866-895-0596</p>	 <p>The logo for Prometheus Performance Systems features a stylized globe with red and blue curved lines representing latitude and longitude. To the right of the globe, the word "Prometheus" is written in a large, blue, sans-serif font, with "Performance Systems" in a smaller, blue, sans-serif font below it. The letters "PPS" are also visible in white on the blue part of the globe.</p>
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Secret to Effective Meetings

There are several essential guidelines for running effective meetings.

1. Know when to hold and not hold meetings
2. Have a clearly defined purpose
3. Have clearly defined attendance
4. Establish a set of meeting norms
5. Work from a well prepared agenda
6. Keep good minutes and records
7. Designate clearly defined meeting roles
8. Utilize discussion skills

How to keep meetings interesting

The guidelines for effective meetings go a long way towards keeping meetings interesting. If you only hold a meeting when it is necessary; only invite the correct attendees; and have a well defined agenda, then you won't have folks asking "why are we here?" Make sure you "keep on task" with the meeting topic and agenda. If you allow the meeting to head off on a tangent it will likely be both boring and not effective. Make sure you start and end the meeting on time. Don't "re-cap" a portion of the meeting for latecomers. Few things are as boring as a meeting that starts 10 minutes late, runs for 10 more minutes and then spends another 10 minutes "catching-up" late attendees. One of the most effective ways of keeping a meeting interesting is to be very action oriented. If you assign tasks to meeting attendees throughout the meeting you will keep their attention and have an action plan to get work done after the meeting

Avoid these meeting killers

1. Holding a meeting just for the sake of holding a meeting
2. Inviting random participants to the meeting
3. Meeting without an agenda or clear purpose
4. Starting late and ending late
5. Starting the meeting over for late attendees
6. Walking out of the meeting without clear actions or any records.

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- E-mail: sales@globalpps.com
- Web: www.globalpps.com

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