

## WELCOME TO TRACK TRAINING TIPS NUMBER 23

This month Track Training Services celebrates 10 years in business. Doesn't time fly when you are having fun!

A recent report in the I.L.M. magazine found that almost a third of managers lose more than one day a week sitting through unproductive meetings. *This is equivalent to £11,000 per manager per year !! (SCQuARE Report-Cranking up the ideas factory)*

There is a better way.

### **Top Ten steps to effective and productive meetings.**

1. **Decide if a meeting is really necessary.** Don't do what you have always done – there are many other ways to disseminate information, solve problems, get action.
2. Make the **purpose** of the meeting crystal clear, have an agenda, circulate it well in advance (because people must come prepared), invite the minimum number necessary.
3. Make sure you have a **trained , assertive Chair** – not just the most senior person attending. **THIS IS VITAL FOR A SUCCESSFUL OUTCOME!**
4. **Attendees must arrive on time and be fully prepared to make an effective contribution.** This is not an option. To do otherwise is unprofessional and disrespectful. Take action against rule breakers.
5. Allocate a **time budget** to the important and urgent **AND STICK TO IT!** The agenda is not a moveable feast.
6. Protect the passive, control the talkative, ensure that all points of view are heard.
7. Unite, Focus and Mobilise the group to **ACTION.**
8. The outcome is an **Action Plan** NOT a set of minutes! **WHO, WHAT, WHEN ...** Not War and Peace.
9. Circulate Action Plan the next day and gain agreement as to accuracy.
10. Invite agenda items for next meeting.

**PS There is no AOB!** If you have time for one then either you have not allocated appropriate time to the important matters, you had the wrong agenda items or you did not need a meeting in the first place. Items under AOB are not on the agenda, by definition , therefore, they are unprepared for, therefore, no balanced discussion can take place. AOB = "I did not follow the rules and have only just thought of this"

Implement these basic ground rules and save yourself some time.

Best regards

Dave Chesters