Effective Meetings
(Level A)

Effective Meetings

Worldwide Center for Organisational Development

Underpinning Competencies

- Directional Clarity
- Giving Clear information
- Planning and Scheduling Work
- Managing and Prioritising Time

Linked Assessments (where applicable)

- Meeting Effectiveness Inventory

Elective

In any review that asks managers to list the major time-wasters in their working day, meetings virtually always come towards the top of the list. When a few more questions are asked to find out why this is, responses come back that most meetings are unnecessary, boring, achieve very little if anything and are "talking shops".

Two pieces of research show the scale of the question. One indicates that managers spend up to 60% of their time in meetings of one sort or another and if you work out the financial cost of the salaries alone, you get an idea of the importance of making them effective. The other, carried out amongst several hundred senior managers, indicates that over 70% of respondents claim that many meetings are a waste of time, with over 75% attributing this to a lack of training on how to get the most from them.

A few meetings, though, are admitted to be worthwhile. They are helpful, seem to run on time, have an atmosphere of constructive communication and they seem to achieve something. This module looks at why this is. It starts here with the simple notion that meetings are made up of people. Meetings have no life of their own and so if they work or they don't work it has to be the people that are the deciding factor.

Objectives

At the end of this module you will be able to:

- describe the characteristics of effective meetings
- identify the key contributory factors in setting up and preparing for meetings
- describe the key contributory factors in managing meetings so that they fulfil their purpose
- specify the role of an effective chairperson or leader at different types of meeting
- take appropriate action at the end of meetings to ensure that decisions are clarified and implemented.

20/20 MDS
Management Development System