

RE: MEETINGS ARE THE WORST



I'd speak up more in meetings if it didn't make them last longer.

HR EMERGENCY
KIT 



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The meeting goes on and on with no end in sight. The worst part is YOU are the one who called the meeting! Take charge and don't let that happen again.

MAKE MEETINGS BETTER

5 Steps to Shorter and More Effective Meetings

1. *Define the purpose of the meeting*

Why are we holding this meeting? If you can't answer that, don't hold it.

2. *Define the outcome of the meeting*

An outcome is something of value and will be closely aligned to the purpose of the meeting.

3. *Have an agenda and put someone in charge*

This person is responsible for obtaining the outcome of the meeting and must be willing to move things along.

4. *Facts – not opinions!*

Insist people come with figures, plans, reports and solutions.

5. *Keep people on topic*

Simple but highly effective - people should only talk about matters relating to their job.

Stuck in a Rut? Change It Up!

- Fast-paced stand-up meeting on a specific topic
- Weekly update by email on project progress and/or friendly reminders of tasks
- All-staff brainstorm and goal setting session
- Fast and frequent employee surveys
- Walk and talk – get out of the office and walk around
- Be brief - try cutting your meeting time in half

Still suffering from meeting mayhem? Call an expert for a free consultation at 785-272-5410!