

## Module 2 Meeting Chairing and Facilitation Tips

Please find below a list of tips that relating to meetings that have served me well over the years.

### **Use of Presentations to brief the attendees at the start of a meeting**

I find clear concise presentations with clear visuals good for aligning the teams understanding. Try to avoid too much text.

Your meetings will give you or other members of the team the opportunity to communicate the objectives and requirements of the particular topic of the meeting.

### **Dissemination of information to your teams**

During a normal week or month in a project there are many pieces of information and issues that need to be brought to the team's attention. An effective way to do this as PE is to trawl through you e-mails/memos etc. and decide which items need to be highlighted to the meeting attendees. Print these out with any supporting notes added and then systematically work through this briefing pack at the meeting.

### **Tips for dealing with 'Big Personalities' in meetings**

- Prepare. Arrive early and take the best most central seat in the room.
- Keep to the agenda and remind people of limited time at start of meeting.
- Stand up and thank the person for input and suggest that others need to contribute.
- Put contentious issues in a "parking lot".
- Warm up 'personalities' prior to the meeting that they might inhibit success of meeting.
- Practice and develop your own techniques. I.e. Gravitas, humour, bringing in other contributors.
- Post meeting have a one to one conversation with the problem attendee advising them of their problem behavior and seeking agreement for modification of this behaviour. If unsuccessful raise the issue with your manager and the problem attendee's manager.

## Tips for Meeting Actions

- Only one person to an action and they must have been at the meeting. Two less chance of it being actioned Three no chance!
- Advise that minutes of meeting or an action log will be issued to the attendees and agreed distribution.
- Detailed minutes are good for kick off meetings and contractual meetings. In a commercial claim situation clear agreed minutes can save the company from significant claim costs.
- For regular internal meetings and where trust has developed you can use action logs.
- If there are no written actions then why have the meeting? As a minimum there should be a short e-mail with a summary and agreed actions/action parties. There are some exceptions, such as sensitive discussions of a performance or personal nature.
- Issue the minutes or action log within a day if at all possible and advise date for the next meeting if required.
- Finally, thank the group for their input.