MEETINGS CHECKLIST FOR A CHAIR
(40-20-40)

BEFORE

The planning and design is where the real magic is created.

- [ ] Set the purpose of the meeting.
- [ ] Who should be there? Identify what will motivate participants to attend.
- [ ] Consider guest spots for people who don't need to be there for the entire meeting.
- [ ] Invite enticingly – don't be afraid to stand out or make it exciting.
- [ ] Send info before – rather than outline the problem during the meeting, do that beforehand.
- [ ] Set suggested timings for each item on the Agenda (leave wriggle room).
- [ ] Play with timings – start at 10 past the hour, and finish before 10 to the hour.
- [ ] Consider the environment – have all or part of the meeting outside, or as a standing meeting.
- [ ] Utilise the space – decide best room layout and any other improvements you can make to the environment.
- [ ] Include breaks in your agenda.
- [ ] Order, or delegate providing refreshments.
- [ ] Send agenda and purpose statement a few days in advance.

- [ ] Identify roles (who is best placed to chair, take notes, moderate, time keep etc).
- [ ] Anticipate likely sticking points and how might you deal with them.
- [ ] Have conversations with any participants where you anticipate tricky issues – try to understand how they might define success.
- [ ] Have contingencies in plan for sickness, travel disruptions etc.
- [ ] Get the kit in place (projectors, flip charts etc).
- [ ] Low take up? Call to check why and to explain why you would like them to be there.

ONLINE MEETINGS

- [ ] Allow additional time in agenda for people to connect or dial-in.
- [ ] Use materials that call for interaction.
- [ ] Test log-in process and technology to ensure you are familiar with features.
- [ ] Have phone-in/conference call facility for those who can't attend (or log-in).

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REIMAGINING WORK

DURING

As the chair you are the central figure steering the meeting – you are also the steward of other people's time and attention.

- [ ] Start the meeting on time!
- [ ] You are the meeting host – welcome your participants like guests. Value their attendance and their attention.
- [ ] Reiterate the purpose of the meeting at the start.
- [ ] Acknowledge any challenging behaviour (i.e. later-comers) quickly but sensitively in order to keep the meeting on track.
- [ ] Allow everyone to 'check in' (PIP).
- [ ] Protocols. Establish ground rules for distractions.
- [ ] Be clear about what is expected from participants before, during and after the meeting.
- [ ] Make sure that any Actions will be captured.
- [ ] Watch and listen out for any 'undercurrents'.
- [ ] Don't be afraid to use the power of the pause.
- [ ] Stick to the agenda unless there is a good reason not to do so.
- [ ] Is the discussion getting repetitive, off topic or just plain dull – move it on! Remind everyone of the purpose.
- [ ] Use a flip chart/post it notes for car parking items and capturing ideas.
- [ ] Is everyone able to contribute? Give everyone the opportunity to do so.
- [ ] What are the energy levels like and everyone's attention? (Take a break).

- [ ] Use meeting tools, such as stand-up agenda items, group work or silent meetings to improve collaboration and focus.
- [ ] Finish the meeting on time (or early if you can – bosh!)
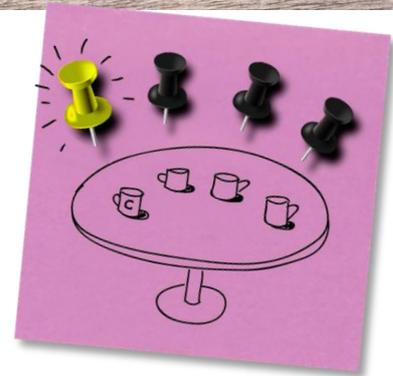
ONLINE MEETINGS

- [ ] Log on 10 mins early to test set-up and to greet attendees.
- [ ] Turn the video on to make people feel more engaged, to improve focus and eliminate multitasking.
- [ ] Call on people to share their thoughts or use round table approach to help maintain attention.
- [ ] For open discussions, make use of technology such as 'raise a hand' button and chat.
- [ ] Check-in periodically: how are people doing? Is everyone getting enough airtime?

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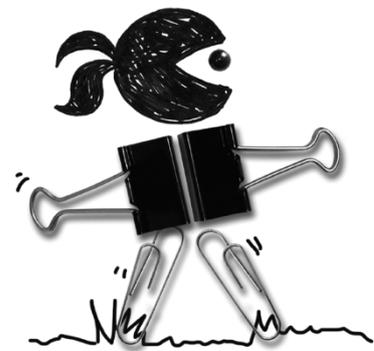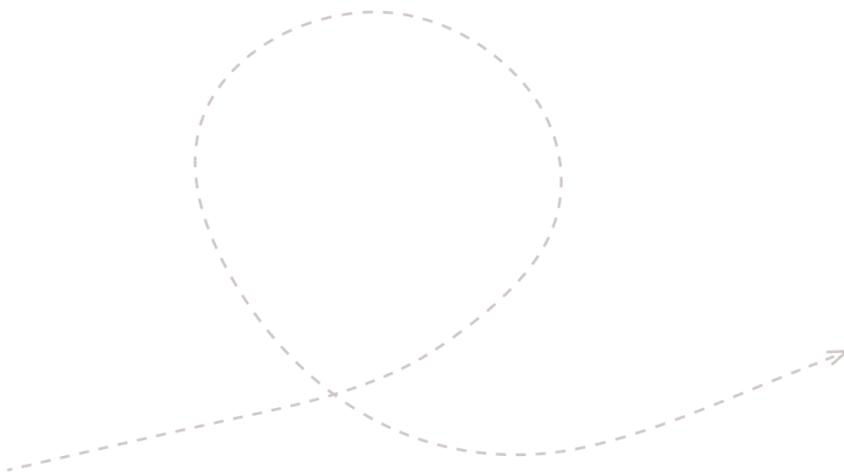REIMAGINING WORK

MY MEETINGS CHECKLIST
(40-20-40)

AFTER

Ensuring productive follow-up.

- [ ] Summarise actions and decisions at the end so they have been captured (including by whom and when for each action).

- [ ] No Action is equal – be realistic about which Actions are critical to help people prioritise their workloads.

- [ ] Communicate the plan for sharing follow-up.

- [ ] Remind people of the time and date for the next meeting (if applicable).

- [ ] Use the 10 minutes at the end of the meeting to give people option of staying on to compete any quick 2-minute actions there and then.

- [ ] Disengagement and non-attendance – follow up with people to find out why.

- [ ] Do a post-mortem analysis – was it relevant, useless, effective?
  - → if I was chairing the meeting how did I do?
  - → what could we do better?
  - → do we still need to have this meeting regularly?
  - → did we stick to agreed time?
  - → were the right people at the meeting?
  - → did we achieve our purpose?
  - → Are there any discussions I want to follow up on outside of the meeting?

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REIMAGINING WORK