

“Ineffective meetings are almost entirely the fault of ineffective chairs” Discuss this statement in detail with examples.

At its best, a business meeting could be a constructive forum at which new ideas is proposed and brainstormed, progress discussed, plans laid and problems solved. A meeting's effectiveness 'or lack of' is entirely because of the way within which it's been planned, is conducted and is followed up. Arranging and chairing business meetings may be a typical aspect of a leader's or manager's role, and whilst it'd seem an easy task in theory, only too often well-intended meetings can become ineffective thanks to a scarcity of proper organization.

Many factors can undermine the success of a business meeting, so here I shares some common causes of ineffective meetings and the way to beat them.

Vital meeting participants aren't present

this occurs when the organizer (often a department head) concerns meetings and uses them as the way to test in with his/her staff. rather than having regular 1:1's with them, he/she gets their staff together, calls it a gathering, then runs through a series of updates/exchanges with the members of their team. It looks/feels like this: Dept. head asks Manager A for an update, Manager A provides this update. Dept. head asks Manager B for an update, Manager B provides the update and around we go. there's no discussion or dialogue amongst the generation, no exchange of ideas or best practices. The meeting is solely employed by the department manager as the way to test in with his/her staff, while wasting everyone else's time as they are doing so.

Invite only those folks that are most closely involved and can have the foremost to contribute in respect of the topic and purpose of the meeting. be sure to schedule the meeting at a mutually convenient time for all and supply ample notice and reminders

Participants arrive unprepared for the meeting

During the meeting, the participants haven't any information to share, they're not prepared, and that they haven't any updates, no ideas or thoughts to contribute. a chance to be told and share best practices from amongst a coevals has been lost. If this can be the case, you either have an ineffective meeting leader (because they ought to not allow participants to try to do this) otherwise you have the incorrect people invited to your meeting. Either way, these are both signs of an ineffective meeting.

this is the largest red flag of all. If there's no agenda, or just a gathering request, or worse yet, a recycled agenda (A meeting is named, but there's an absence of clarity around who is organizing it and for what purpose. The meeting request may are sent out by someone's admin. there's no clear subject or purpose indicated for the meeting request.) , you're sure an ineffective meeting.

before the meeting date, information including an agenda, details of the scope of the meeting and its required goals and outcomes should be circulated to all or any participants in sufficient time for them to arrange.

The meeting is unfocused and directionless leading to wasted time

make sure that an appropriate chairperson is chosen who can lead the meeting, keep order, encourage each participant has the chance to contribute and make sure that timekeeping and focus are maintained.

The meeting has no clear start line from which to progress

it's incumbent upon the chairperson to open the meeting by concisely reiterating the scope and purpose of the meeting, the specified outcome and also the contributions expected from members. Introduction concluded, the chairperson should then begin the discussion from the primary point on the agenda.

Distractions, interruptions and off-topic conversations cause lost time

The meeting should be located in an environment where interruptions are unlikely and ground rules should be set by the chairperson, like turning off mobile phones and laptops for the duration of the meeting. Wandering conversation should be addressed and participants politely but firmly steered back to the subject at hand.

Important ideas, opinions, solutions and decisions are lost or misremembered

A 'secretary' should be appointed before the meeting's commencement, tasked with taking notes, recording decisions and compiling detailed and accurate minutes for distribution to any or all of the participants following the meeting.

Insufficient meeting follow-up ends up in inactivity and lack of progress

Together with the minutes, participants should be issued with a summary of the meeting's achievements and any agreed actions together with timescales for completion. After an appropriate interval progress updates is also obtained either at an additional meeting or via individual submissions from action holders.

According to my opinion, the main reason for all these faults are ineffective chairs

Meetings are an important a part of the running and development of any business but they need to be properly arranged, conducted and followed-up so as for them to be of maximum benefit. Business leaders and managers can easily acquire the talents they have to run effective and successful meetings via the internet.