

Meetings - A workshop summary

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Pünktlichkeit ist die Höflichkeit
der Könige.

Tips for efficient meetings

- Define the objectives of the meeting. Otherwise, no decision will be made.
- Create an agenda and stick to it. Make sure people only talk about one topic at a time.
- Keep the circle of participants small. If decisions are to be made, invite no more than 6 people.
- Invite only people who are essential. Avoid making the meeting a ritual.
- Keep it short, not more than 45 minutes.

Tips for efficient meetings

- Make sure the mood is positive.
- Conduct the meeting in a strict but collegial manner.
- Separate person and subject.
- Never criticise in front of others.
- Let the leadership rotate among the participants.
- Give an employee the opportunity to leave when the agenda topics than concern him have been covered.

Tips for efficient meetings

- Distinguish between informative meetings and decision-making meetings.
- Stop denying the limitation of attention spans.
- Admit to yourself if a meeting annoys you, improve your own efficiency.
- Agenda, timeslots, punctuality are important elements to keep a positive atmosphere.