

Title:

10 Characteristics of Effective Meetings

Word Count:

213

Summary:

How do your meetings compare to this list?

Keywords:

effective meetings, bad meetings, business meeting, facilitation, steve kaye, facilitator, leadership, one great meeting

Article Body:

Here are ten fundamental concepts that characterize an effective meeting.

- 1) Definition: A meeting is a business activity where select people gather to perform work that requires a team effort.
- 2) A meeting, like any business event, succeeds when it is preceded by planning, characterized by focus, governed by structure, and controlled by a budget.
- 3) Short meetings free people to work on the essential activities that represent the core of their jobs. In contrast, long meetings prevent people from working on critical tasks such as planning, communicating, and learning.
- 4) Three things guarantee an unproductive meeting: poor planning, lack of appropriate process, and hostile culture. Effective leaders attend to all of these to create an effective meeting.
- 5) Effective meetings require sharing control and making commitments.
- 6) The ultimate goals of every meeting are agreements, decisions, or solutions. Meetings held for other reasons seldom produce anything of value.
- 7) Unprepared participants will spend their time in the meeting preparing for the meeting.
- 8) It is better to spend a little time preparing for solutions than to spend a lot of time fixing problems.
- 9) Meetings are an investment of resources and time that should earn a profit.

10) A meeting can be led from any chair in the room. And if it's your meeting, you want it to be your chair.