

How to have great meetings



Welcome!

This booklet contains magic.

Well, not **real magic** but enough wisdom to help you transform peoples time meeting into focussed action and real learning.

The five principles of meeting excellence are quick to learn and apply.

Use the four phases of good meetings to make sure everyone knows the meeting objectives and have a process by which to achieve them.

Clarify actions at the end of meeting so everyone knows what's got to happen next.

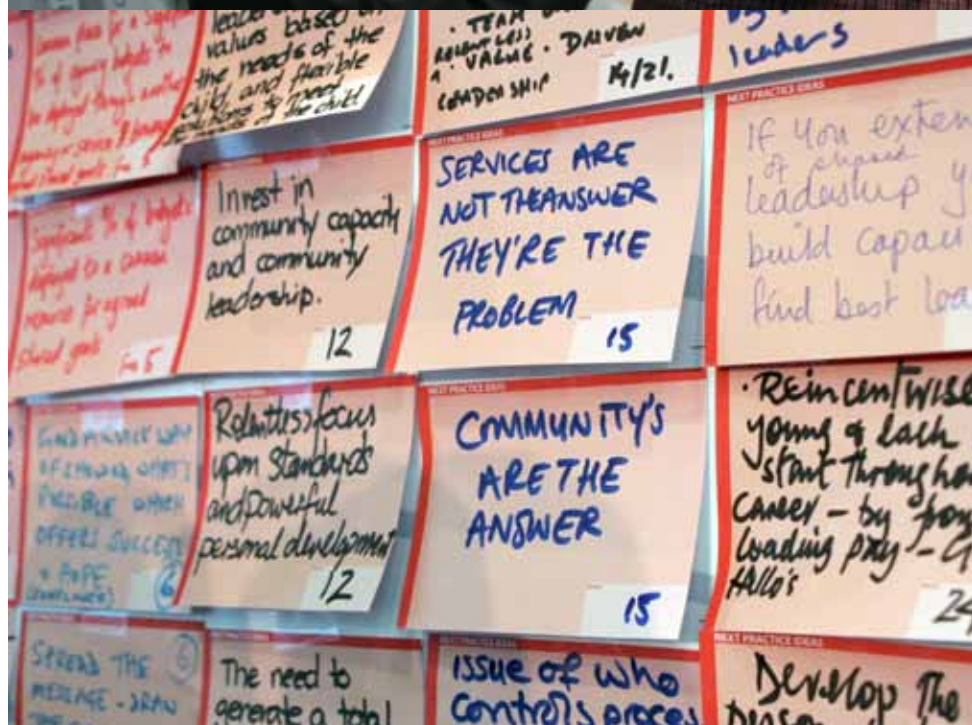
Follow the ideas here to prepare and run better meetings and soon you won't need this guide. Why not pass it on to someone else at the end of their awful meeting?

Life is short.

Too short to sit in ineffective meetings, which produce confusion, stress people out and damage organisations culture.

Meetings can be productive **and** transformational. Run well, meetings can also be a time and place to learn and grow.

We hope that you find the ideas in this book effective in improving your meetings, and that you never again loose the will to live in a really bad meeting.



How to use this book

The real use of this little red book is to help you create a revolution day-by-day in your work place.

We've designed it to give you the basics, as you prepare for, run or participate in and follow up from meetings.

It's most useful:

- to help you think about how you prepare and run meetings
- as part of developing your own leadership practice
- as part of helping others develop their own practice
- to assess if the ProMeet system looks relevant to your needs
- as a recap on the key elements of the ProMeet system



The ProMeet Logic

Like so many things in life meetings are simple. The most difficult bit is being disciplined enough to apply the ideas.

Great meetings are based on **5 principles**.

Great meetings have **4 phases**. Set clear objectives, design a process to achieve the objectives, clarify actions and learn.

Great meetings create **3 outcomes**. Better results, in less time, creating a healthier culture.

There are **2 roles** in great meetings, a meeting leader and meeting participants: both require skills that can be learnt.

A core belief:

Why not assume that people working together to establish and pursue shared goals is the most important activity in your organisation.

Meeting Excellence Model

Five Core Principles

Participative

beliefs, underpinned by the Participatory worldview
yield intellectual, emotional and energetic engagement.
Participation is the *core* principle.

Healthy meetings create:

- authentic human respect
- deep, multi level learning
- an energetic, vibrant culture



Purposeful meetings have:

- a compelling overarching intention
- clear, specific meeting objectives
- focus, to achieve common objectives

Visibility creates:

- aligned energy
- collective wisdom
- clear action and clear learning

Process designed to:

- achieve objectives and get results
- maximise energy & participation
- harness diversity

Introducing 5 Principles

Just like there is an excellent way of baking a souffle, hitting a golf ball or landing an aeroplane, there is an excellent way of running a meeting.

The Meeting Excellence model is based on theoretical and practical research. These principles apply to almost all kinds of meetings.

Excellent meetings:

are **Participative**, the right people giving full intellectual, emotional and energetic engagement.

are **Purposeful**, they motivate people with a compelling overarching purpose, and have specific and clear objectives.

have a **Process** designed to achieve the meeting objectives, maximising energy and diversity.

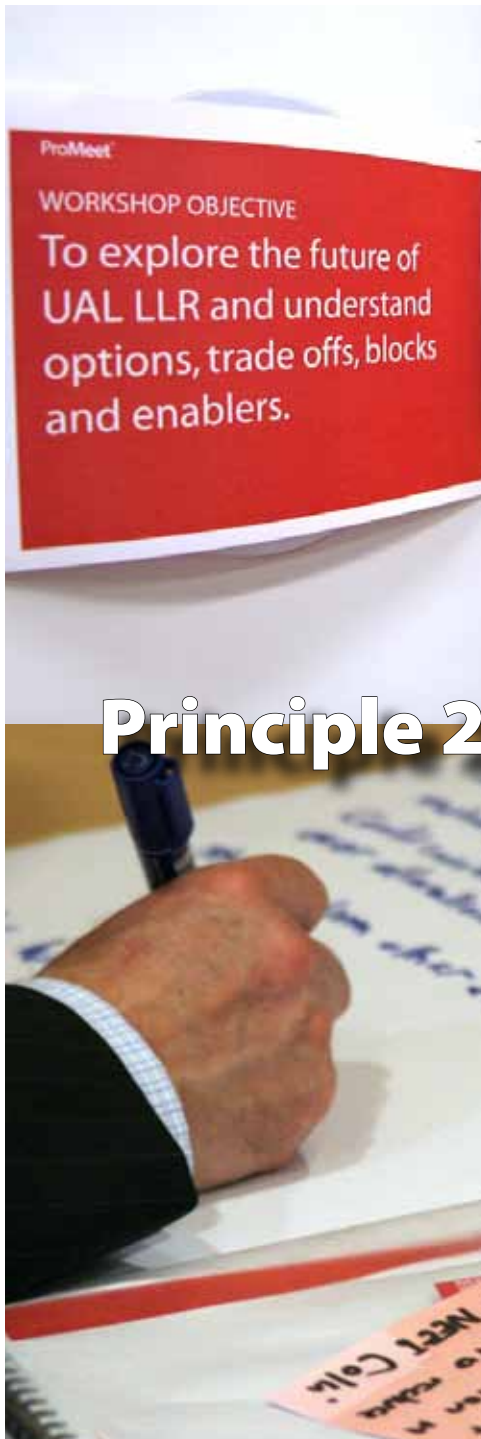
use **Visibility**, aligning the attention in the meeting and creating clear actions and learning.

are **Healthy**, they build authentic respect for each other and deliver real learning individually and collectively. This in turn creates an energetic, vibrant culture.

How? Use these principles to guide your preparation for and facilitation of your meeting. You'll know when you've got it right, it'll look something like the following photos.



Principle 1: Participative



Principle 2: Purposeful



Principle 3: Process



Principle 4: Visible



Principle 5: Healthy



4 Phases of Meetings

Sequential steps are a fact of life. Birth, life, death. Good or bad, intentional or by accident. You can't escape linearity, but you can decide how to use it.

Excellence meetings have 4 phases:

Clear Objectives: Ensure your meeting serves your organisations goals by defining clear objectives for the meeting.

Clear Process: Ensure time is well spent and follow a process that is designed to achieve the meeting objectives.

Clear Actions: Clarify the actions that need to take place as a result of the meeting.

Clear Learning: Grow the culture of your organisation by using meetings to learn about your subject and each other.

How? Plan your meeting to sequence through these steps. Consider using our [objectives method card](#) to help you craft really sharp meeting objectives. It's all about the verb.

Look at our [template meeting plan](#) to see how we prepare clear overarching objectives for the meeting. Note how we next create specific objectives for each stage of the meeting, and prepare a process for each step.

If you don't have gridcards, use post it notes to ensure every person has a chance to record thier view on the issue at hand.

Share succinctly. Create a visible record. Plan actions. Learn together.

Find out more

Hopefully this booklet has given you a few ideas to help improve the meetings you run or attend.

To know more there are tools and ideas on our [blog. www.meeting-facilitation.co.uk/blog/](http://blog.www.meeting-facilitation.co.uk/blog/)

Or have Sean run a ProMeeting in your workplace please call:

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Thank you

For downloading this little book.

People working together to establish and pursue shared goals is the most important activity in any organisation.

ProMeet

ProMeet can facilitate an effective meeting for you.

Or we can teach you how to run your own great meetings.

We can help you use every meeting and workshop as the time and place where progress happens.

ProMeet offers an effective way of running any kind of meeting, from two people in 20 minutes, to hundreds of people in a multi-day workshop.

ProMeetings are a more cost effective, more productive and a livelier way of working together.

ProMeet tools keep meetings on track, creating better decisions and delivering better results.

Great meetings result in good decisions, energised participants and are an effective use of time and resources.

ProMeetings will make you'll feel like your time spent in meetings is enjoyable and productive.

www.ProMeet.co.uk
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