



20 Tips: How to run successful meetings

Our tips in this series

1. Rotate the chair. You can change the chairperson every meeting, quarter, or whatever works for your group. This ensures each member gets experience of the role
2. Also rotate the minute taker
3. Start on time
4. Finish on Time
5. Don't have Any Other Business
6. If you do, have a rule that AOB must be submitted in writing 24 hours ahead, to the chair person
7. Keep control of the noisy ones
8. Give the quiet ones a chance
9. Agree rules for the meeting
10. Have an Objective for the meeting
11. Have an Objective for each item
12. Get the minutes out in 48 hours or less
13. Keep the minutes to action points
14. Allow a certain leeway during the meeting for humour
15. Don't allow people to be shouted down
16. Keep contributions short: 4 minutes maximum
17. Try and keep the major items in the middle
18. Put a time limit on each item
19. Get everyone introduced at the start
20. Agree what was agreed: summarise

20 tips Bad Presenting

20 tips on Winning Facilitation

20 tips How to present successfully

Negotiation Techniques

20 Tips Time Management

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