

Components of a Great Meeting

Agenda

- Don't criticise individuals or discuss issues not pertinent to all

Start and stop on time

- Respect time and don't wait for late comers.

Information gathering

- Listen to issues from the field.

Information dissemination

- Inform field of new information.

Skill enhancement

- Create value by giving a new skill or tool to improve performance.

Recognition

- Recognise exceptional performance.

Active participation

- Allow for interaction to promote teamwork.

Action items signed with follow-up date

Motivation

- End on a positive note

Note: Don't criticise individuals or discuss issues not pertinent to all