



# Fleming College

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## EFFECTIVE MEETING ETIQUETTE

- Arrive on-time, prepared to contribute positively
- Give reasons to support your positions and focus disagreements on ideas, not on individuals
- Be courteous and respectful.
- Formally send regrets if unable to attend a meeting
- Use of electronic media (cell phones, laptops and Blackberrys) should be relevant to the current meeting (e.g. presentations, checking availability for future meetings etc.)
- Limit side conversations

# FOUR Quick Steps to Effective Meetings

*Meetings can be one of the most effective methods for decision making and information sharing. However, without effective planning, pre-critique and preparation, they can also needlessly consume valuable time and resources. The following four steps can help maximize both the effectiveness of meetings throughout the college and the use of our employees' valuable time and resources.*

## STEP ONE:

### **DETERMINE IF A GROUP, FACE-TO-FACE MEETING IS REALLY NECESSARY.**

- Does the meeting have a goal?
- Do you need input from stakeholders?
- Is critical information being shared among stakeholders?

If the answer to even one of these questions is "no", using e-mail, a phone call or a personal conversation to communicate should be considered.

## STEP TWO:

### **PREPARE FOR THE MEETING PROPERLY.**

- Are the desired outcomes defined beforehand?
- Are the appropriate participants invited?
- Is an agenda available well ahead of time?
- Have support materials been distributed to participants in advance of the meeting with enough time to prepare for the meeting?

If the answer to one of these questions is "no", you're likely not prepared to hold an effective meeting.

## STEP THREE:

### **MANAGE THE MEETING EFFECTIVELY.**

- Has a meeting chair been assigned?
- Does the meeting start at the prescribed time?
- Are all meeting participants encouraged to express opinions and ideas?
- Is the discussion kept on-track and on-time?
- Does the discussion move toward a decision based on consensus?
- Does the meeting end with a sense of achievement and progress?

If the answer is "no" to one of these questions, the meeting probably could have been more productive or efficient.

## STEP FOUR:

### **FOLLOW-UP.**

- At the end of the meeting are participants asked to comment on the effectiveness of the meeting?
- After the meeting are key decisions and relevant notes sent to each participant and other interested stakeholders in a timely manner?

Without these follow-up questions answered positively, the effectiveness of the meeting is not well shared.

Guidelines for meeting effectiveness and some useful tools are available on the HR website at:

<http://fleming0.flemingc.on.ca/hod/welcome.htm>