Memo

To: All Staff

From: Sonia Crook, Vice-President, Human Resources & Strategic Development

Date: February 4, 2014

Re: Meeting Effectiveness

As you are aware, a number of initiatives are underway as the College strives to improve our working environment. We began a training program this past summer focused on the importance of building and maintaining healthy and productive relationships that are characterized by trust, respect, openness and candour.

The Employee Engagement survey pointed out concerns around employees wanting their thoughts and voices to be heard in meetings. Further dialogue also highlighted the specific concern about the number of meetings that take place at Fleming, and the amount of time employees dedicate to attending meetings. In order to address these concerns, a team has been working on developing some guidelines and templates to assist employees with conducting effective meetings, sourcing differing perspectives and improving communication.

Recognizing that many meetings at the College are already effectively managed, this toolkit can help to embed some of the actions that lead to effective meetings. It also provides an opportunity to use deliberate opportunities to access participant opinions not only on the topic in question but also as a way of looking at current methods of conducting meetings and, if necessary, making adjustments to enhance the effectiveness of meetings using the tools provided.

Effective meetings result by keeping people informed, by addressing problems that arise and by involving only those people that need to be involved. The guidelines in this toolkit suggest ways to encourage thinking outside the box, to give all participants a chance to offer their opinions and truly be heard and to achieve balanced accountability for actions and results. The kit includes suggestions for agendas and the taking of minutes, as well as a checklist for chairs and meeting participants.
Please take the time to look at the material and consider how it can be used by you and your team.