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## **Top tips - meetings**

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- For groups that regularly meet, operate the "gong" if anyone repeats themselves, returns to "old ground" already exhausted, goes off the subject or indulges in such unacceptable conduct as, starting a sub-meeting or cutting off another before they have finished. Using the "gong" does not apply if it is the Chairperson in the proper use of their authority to control the meeting. Apart from the efficiency gains, when used properly, this techniques often provides a source of good humour and fun.
- For regular meetings consider agreeing, with everyone involved, a "Meetings Contract" for the desired operation of the meetings. Ensure to build in flexibility to suit the changing needs of the attendees.
- Structure the agenda to cover any obvious negatives or items of less interest at the beginning. Sort items to build the interest throughout the meeting - ending on a high motivational level.
- Avoid having the item "any other business" by cultivating the involvement of all participants in the setting of the agenda. Any "last minute" topics should be advised to the Chairperson beforehand, so that they can slot the item into the agenda at the appropriate place - according to the likely level of interest.