Info Sheet – The 15 Keys To Running Team Meetings

These are the 15 keys components of an effective and efficient team meeting – whether it’s for management, administration, sales or production.

1. **Set a time**
	* Make it the same time every time, so that people book it in as a habit.
2. **Set a Frequency**
* Make it consistent so that’s it’s booked it in as a habit.
1. **Select a location**
* In the office, café or on the phone – make it the same place each time.
1. **Publish an agenda**
* So that the team knows what’s being covered.

1. **Start on time**
* Reward the organised people, train the tardy people to be early.
1. **Welcome!**
* Thank them for making the time.
1. **Your Say**
* Allow everyone to have ‘their say’ on how they are feeling – 1 minute max. This gets participation and everyone involved.
1. **Check In**
* Each person to talk about what they have done from the previous weeks action list. If they have done them – congratulate them. If they haven’t done them, get them to commit to getting them done and ask “how can I/we support you on getting it done for next week?”
1. **Celebrate the wins**
* Acknowledge and recognize the achievements.
1. **Anything to add to the agenda?**
* Gives the team the opportunity to add topics they want covered.
1. **Business**
* What’s happening with the business good and bad. Important to get this out of the way early (there can be negatives that need to be addressed) and then end with positives so that the team leave the meeting on a high.
1. **Training**
* Keep it fun and lively. Get everyone involved. (A great way to get people learning fast is to set them a topic that they need to work on as a teaching topic for them the following meeting or meetings).
1. **To Do’s for the next meeting**
* Each person is to list down the things that they will commit to doing before the next meeting.
1. **Share action commitments**
* Each person reads out their commitments to the group.
1. **Finish on time**