

30. Efficient meetings

Purpose, participants and application

- **Purpose**

- To ensure that meetings are conducted efficiently, achieving their intended purposes and goals with the right resource allocation.

- **Participants**

- Everyone involved in the process.

- **Application**

- In all type of meetings.

The good meeting

- There is a specific agenda.
- The meeting is documented with minutes.
- The meeting is conducted on time.
- The meeting takes place in a suitable location (e.g., no noise or other disturbances).
- The meeting has a facilitator.
- It can be advantageous to consider three roles for the meeting: 1) one who leads the meeting, 2) one who manages the time, and 3) one who takes notes.

Some meeting rules

- Read the meeting invitation and agenda in advance.
- Arrive on time.
- Avoid interrupting others.
- Eliminate distractions.
- Participate actively.
- Remember listening levels.
- Encourage meeting participants to engage actively.
- Self-management (active participation and avoiding interruptions).
- Contribute to solving tasks arising from the meeting.

Meeting planning (checklist)

	Yes	No/ uncertain
Is the meeting necessary?		
Are all meeting participants relevant for the meeting?		
Have critical meeting participants been contacted for their participation?		
Has the meeting been planned considering its purpose and content?		
Is the meeting room suitable?		
Has a meeting agenda been prepared and distributed?		
Has necessary communication been conducted before the meeting?		
Have all participants confirmed their attendance?		
Has a reminder email about the meeting been sent to the participants?		

Source: LeBlanc, L.A. & Nosik, M.R. (2019), "Planning and leading effective meetings", *Behavior Analysis in Practice*, Vol. 12, pp. 696-708.

Meeting list (checklist)

	X
Meeting opening	
Outline the purpose of the meeting	
Go through the agenda	
Possibly introduce meeting participants	

	X
During the meeting	
Time management	
Facilitate discussions	
Ensure good behavior	
Keep focus on the agenda	

	X
Closing the meeting	
End on time	
Review discussions	
Review task allocation	
Plan the next meeting	

Source: LeBlanc, L.A. & Nosik, M.R. (2019), "Planning and leading effective meetings", *Behavior Analysis in Practice*, Vol. 12, pp. 696-708.

Meeting (checklist)

	Yes	No
Did the meeting start on time?		
Did all invitees attend the meeting?		
Did all meeting participants have the necessary materials?		
Did all participants remain engaged as expected?		
Did any participants take notes during the meeting that were subsequently shared?		
Did the meeting end at the scheduled time with an appropriate conclusion?		

Source: LeBlanc, L.A. & Nosik, M.R. (2019), "Planning and leading effective meetings", *Behavior Analysis in Practice*, Vol. 12, pp. 696-708.