

15 Rules:

For running team meetings

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These are the 15 key rules for running effective and efficient team meetings – whether for Management, Administration, Sales or Production.

1. Set a time

Make it the same time every time, so people know to keep it free.

2. Set a frequency

Make it consistent so that it's booked in as a habit.

3. Select a location

In the office, café or on the phone – make it the same place each time.

4. Publish an agenda

So that the team knows what's being covered and comes prepared.

5. Start on time

Reward the organised people; train the tardy people to be early.

6. Welcome!

Thank them for making the time.

7. Your say

Allow everyone to have 'their say' on how they are feeling – 1 minute max.

This encourages participation and gets everyone involved.

8. Check in

Get each person to talk about what they have done from the previous week's action list. If they have completed their tasks, congratulate them. If they

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haven't done them, get them to commit to getting them done and ask "how can I/we support you in getting them done for next week?"

9. Celebrate the wins

Acknowledge and recognise achievements.

10. Anything to add to the agenda?

Give the team the opportunity to add topics they want covered.

11. Business

Talk about what's happening with the business, good and bad. It's 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.

12. 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 teach others at the following meeting or meetings.)

13. To do's for the next meeting

Each person writes down the things that they will commit to doing before the next meeting.

14. Share action commitments

Each person reads out their commitments to the group.

15. Finish on time

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