

Tool for meetings

A good meeting will stir passion and foster commitment. Here are some ideas for creating the context and conditions for a good meeting.

Before the meeting:

- Create an atmosphere of welcome and hospitality.
- Consider whether the length and time of the meeting may necessitate the provision of food and drinks.
- Send apologies in advance if you can't make a meeting, so that others aren't left waiting for individuals to arrive.
- Prepare and circulate an agenda, including a time-frame for each item.
- Appoint someone to facilitate the meeting and someone to take minutes.

At the meeting:

- Do your best to start on time and call ahead if you expect to arrive late.
- Open with a karakia or a reflection to focus people's attention.
- Remind ourselves of our agreed ways of working together.
- Outline the agenda and agree to finish on time.
- Bring people up to date with what's happening in different areas and share any information you have but that others might not know about.
- Acknowledge and affirm the strong knowledge in the room.
- Ask questions to test ideas and clarify thinking.
- Challenge thoughts on different matters to see what other people think.

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- Look for and name innovation.
- Allow people to make mistakes, without judging them harshly.
- Take time to consider the bigger picture.
- Laugh a lot to break tension.
- Go slow and do not rush.
- Foster trust by being clear with each other about what matters are to remain confidential.
- Decide on next steps to keep things moving forward.
- Finish the meeting with a karakia.

After the meeting:

- Draft the minutes and circulate to everyone, including those who couldn't make it.
- Do what you said you would do.
- Be prepared to report back on your commitments at the next meeting.