



Making Meetings Work

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The Responsibilities of the Chair

- To set the agenda
- To lead the meeting
- To be fair
- To protect the speaker
- To spot a compromise opportunity
- To make a decision happen
- To finish on time

The Responsibilities of Attendees

- To read any materials that the Chair has sent out.
- To fully brief deputies if the usual attendee is unable to attend.
- To listen to contributors.
- To make relevant, concise contributions.
- To manage themselves – not be a distraction.

What are the Challenges of Your Meeting?

- One-off meeting where people are relative strangers.
- One-off meeting where people know one another.
- Project related meeting with very specific deliverables.
- Regular on-going meetings.

The Bulldog



- Aggressive
- Quick to attack
- Huge self-regard
- Enjoys a verbal fight
- Bark is worse than bite

The Basset Hound



- Low energy
- Unforthcoming
- Appears bored
- Preoccupied with food

The Chihuahua



- Lively
- Sharp
- Engaging
- Distracting
- Loses focus

The Poodle



- Grand
- Used to being fawned over
- Feared
- Hypersensitive
- Snappy

The Beagle



- Stubborn
- Dogged
- Pedantic
- Wastes time being correct about minutia
- Interrupts

Thank You



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