

TRENDING

10 tips to make the most of team meetings

■ TIMESJOBS.COM | 0 | AUG 19, 2016, 09:40 AM

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Meetings consume a large portion of the daily working hours of most employees. Conducting them in productive manner is a necessity for any organisation.

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Here are 10 result-yielding tips that business leaders must follow to make the most out of their team meetings.



1. Schedule the meeting well in advance
It is imperative that every team member is kept in the loop of meeting's schedule and requirements. Even within a single office, every participant must make themselves duly available for the meeting. Especially in the current industry scenario where most IT firms have managers dispersed across multiple geographies and time zones, scheduling is an absolute necessity.

2. Focus on the meeting agenda
The meeting and its proceedings must revolve around the core objective. Any deviation should be curtailed at the earliest. The available time should be put to use to evaluate the alternatives available to complete a task, imposing challenges and available remedies.

3. Meeting should focus on short term goals to achieve long term vision
Business meetings must focus on immediate short-term goals that have a bearing on the long-term future. From the business point of view, the meetings should be to reiterate the departmental goals and individual responsibilities. Departmental responsibilities must be acknowledged and short-term goal set with the team's consensus for immediate implementation. The short-term goal completions will lead the company to long-term success where it will become what it wants to be.

4. Ensure proper organisational communication
By organisational communication, inference is drawn to the employee connect with organisational values and its immediate goals. Communication lines must be drawn in order to build an internal culture in employees that is aligned with the long-term growth strategy of the organisation.



5. Put cross-functional expertise to good use
When great minds get together, great things can happen. In a meeting attended by leaders from multiple disciplines, there is a high probability of finding innovative and practical solutions to common challenges. Information sharing combined with cross functional knowledge sharing will help any business unleash its performance.

6. Taking the meeting outside
There is no hard and fast rule that meetings must be held only in meeting rooms. Occasionally, meetings held outside help in making people feel comfortable too. They break the monotony of a meeting room and also foster creative thinking. In fact, that is a practice commonly followed by giant corporations like Facebook, LinkedIn, Google, etc.

7. Sharing of information
Emails serve as a means of information sharing, but not always. Sometimes a face to face meeting is necessary to explain in minute detail strategies adopted by competitors. Meetings with cross-functional heads help in arriving at new strategies that will thwart competition and push the company ahead.



8. Brainstorming out of box possibilities
Meetings must bring together intense focus of the managers who can challenge and support the opinions of fellow managers. This will aid in picking solutions that are fool proof and well-meaning for the scenario.

9. Conclude the meeting with concrete action plans
The success of any meeting can be derived from the action plan that the conclusion of the meeting leads to. In the end, all attendees must know what tasks lie ahead of them and within what timelines they should be completed. That is what makes any meeting meaningful and well worth the time spent.

10. Minutes of the meeting for follow up
Conducting consecutive meetings will serve no purpose unless the decisions and action plans from the previous ones are put into practice. Following up on actions taken and reviewing progress must form a part of every meeting, in order to sustain focus on the long-term vision.

These 10 tips throw open numerous opportunities for businesses to explore and gain maximum benefit from their team meetings.

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