

QUICK TIPS – *Crafting An Agenda*

Meetings can be made more effective by crafting an Agenda with deliberation. Here are some suggestions toward that end.

- ◆ Not all Agenda topics are equal. Unless otherwise identified, participants may feel a need to comprehensively consider every topic. To streamline the process, differentiate among the types of Agenda topics.
- ◆ Some items may be for information only, while others are for a team discussion. Finally, the team may make decisions about certain topics. It will prove helpful to designate these categories against each of the Agenda topics, so that participants will understand what is expected of them.
- ◆ The topic type may change from meeting to meeting – it might evolve from an information only item to a team discussion to a decision.
- ◆ Allocate the estimated time required for each topic in the Agenda. This will serve as a means of managing the meeting's time, while ensuring that all items receive appropriate attention.
- ◆ Identify who has the lead responsibility for each topic.
- ◆ The Agenda should be sent out one week prior to the meeting.
- ◆ In order for participants to be fully prepared for the meeting, supporting materials for each topic should be attached to the Agenda.
- ◆ The meeting should start on time and end on time.
- ◆ Actions arising from the meeting should be identified, along with who has the lead responsibility. These form part of the Minutes that will follow.

Adopting these straight-forward procedures will contribute to making your meetings more effective. Try them out.

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