A Checklist for Good Leadership of Meetings

☐ Check that the layout of the chairs and the room is appropriate at the start, preferably before other group members arrive (try to convey equal status by sitting in a circle, rather than division with two groups sitting opposite each other).
☐ Set time limits and keep an eye on the time
☐ Start on-time and finish on-time
☐ Make the purpose of the meeting clear to everyone at all times.
☐ Establish and maintain a positive and supportive climate in the meeting.
☐ Clarify ground rules and keep the team to them.
☐ Draw in quiet members and hold back talkative ones.
☐ Redirect discussion where appropriate. Keep to the agenda.
☐ Cut short irrelevances and anecdotes.
☐ Link points and build understanding as discussion progresses.
☐ Give differing views a fair hearing.
☐ Summarise progress and understanding.
☐ Identify decisions, clearly state them and ensure they are agreed.
☐ Focus on the procedure and process of the meeting, rather than getting aligned with one side of an argument.
☐ Pace the meeting appropriately.
☐ Move the meeting on decisively to the next point or agenda item.
☐ Get the group through the agenda or business in the agreed time.
☐ Close the meeting with a clear statement of what is to happen next.