

Before Meetings

When are you going to have meetings?
How often will you meet?

Who will be there?

Where will you meet?

How will you let everyone know about upcoming meetings?

What will people need to bring or provide beforehand?

During Meetings

Who will take on what roles during the meeting?
eg chair, minute taker

How will you keep the meeting on track?

How will you know what the objectives of the meetings are?

How will you record what happened in the meeting?

How will you involve everyone and how will you handle disputes?

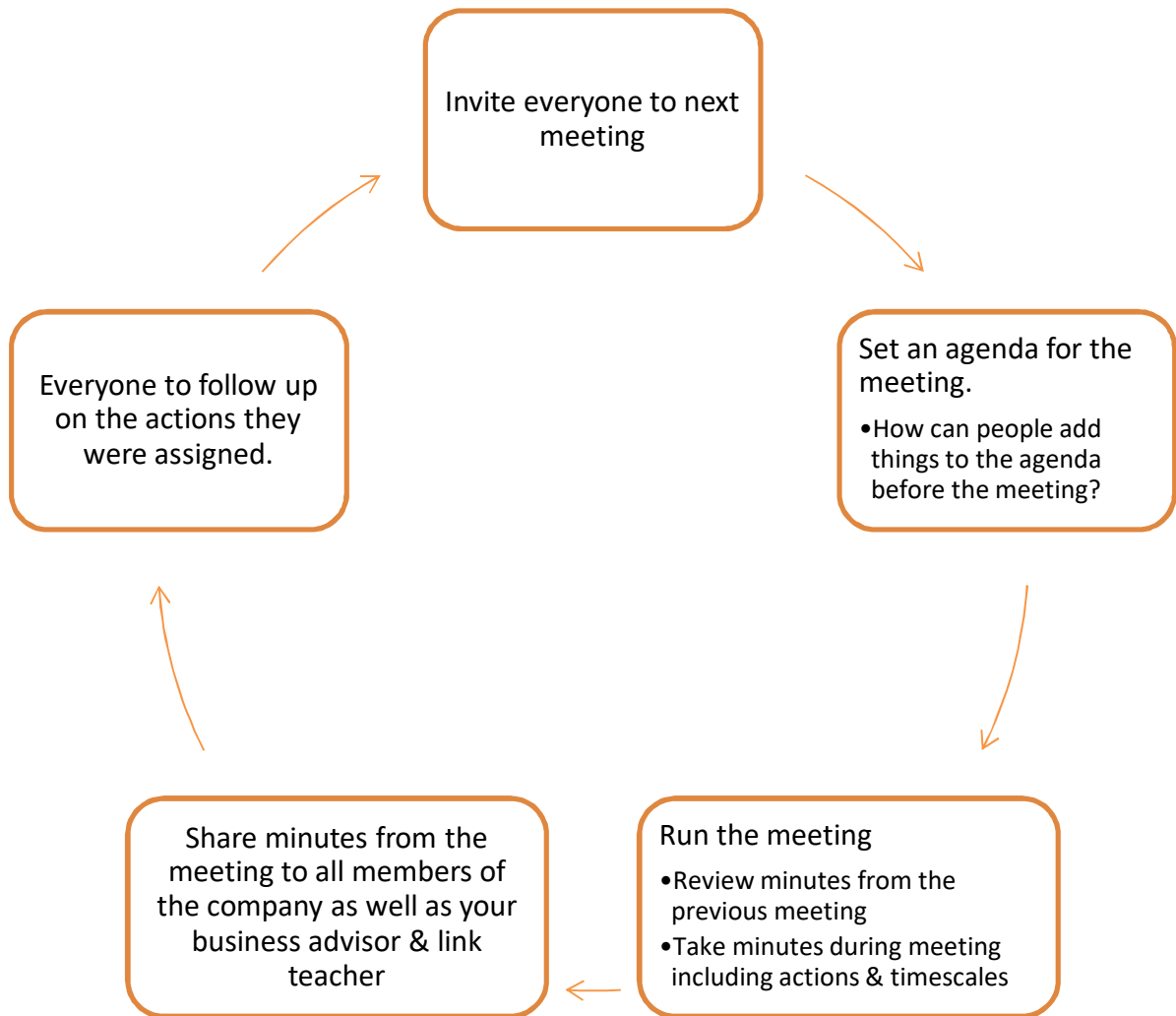
After Meetings

How will you share information on what was discussed at the meeting?

Who will take responsibility for the various actions agreed in the meeting

How will you follow up on whether actions were completed?

Who will keep a copy of all minutes?



Resources to help you:

- Your access to the YEUK website
- Download the “Role of the Achiever” document at www.lothianyes.com/programme/achiever information
- Business Advisers and Link Teachers
- You can also contact with the YES Lothian Board on our website - www.lothianyes.com or our Facebook Page <https://www.facebook.com/YELothian> or follow us on Twitter @YELothian



Agenda

Date of Meeting:

Location:

Attendees:

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1. Review of Minutes
 2. Regular Updates (*you may find it helpful to include regular updates from some of your managers, for example*)
 - a. Finance
 - b. Sales
 - c. Production
 - d. Marketing
 - e. HR
 - 3.
 - 4.
 - 5.
 - 6.

Any Other Business



Date:

Time:

Location:

MINUTES		
Present:		
Apologies:		

Agenda Item		Action	Deadline
1.	<p>Finance Update</p> <p>It was agreed that</p> <ul style="list-style-type: none"> • . <p>It was noted that</p> <ul style="list-style-type: none"> • 		
2.	<p>Sales Update</p> <p>It was agreed that</p> <ul style="list-style-type: none"> • . <p>It was noted that</p> <ul style="list-style-type: none"> • 		
3.	<p>Christmas Market Planning</p> <p>It was agreed that</p> <ul style="list-style-type: none"> • . <p>It was noted that</p> <ul style="list-style-type: none"> • 		
4.	AOB		
	Date of next meeting		

Three Key Roles within your Meetings

Chair	<ul style="list-style-type: none"> Controls communication traffic Manages time Manages objectives Oversees group development Specifies meeting structure Controls conversation Specifies how the group should think Summarises & reflects the group's thinking
Minute Taker	<ul style="list-style-type: none"> Records meeting Can help with time management Can help to maintain order in the interests of a clear record Can summarise at the end of agenda items & at the end of the meeting
Participant	<p data-bbox="517 1294 676 1323"><i>Task owner</i></p> <ul style="list-style-type: none"> Sets objective of thinking process Presents relevant information States when task is achieved Measures success of outcomes <p data-bbox="517 1487 756 1516"><i>Thinking resource</i></p> <ul style="list-style-type: none"> Contributes ideas or information Helps in thinking & solving problems A 'consultant' to the task owner

Handling Challenging Personalities

You may face some challenging situations in your meetings as your companies will be made up of a mixture of personalities. Here is a list of some possible challenging behaviour to look out for, you may identify more along the way. If you are unsure how to tackle difficult situations, ask for advice from your business adviser

- Noisy & aggressive member who shouts people down when they disagree with them
- A persistently quiet member who does not provide input unless asked
- A long-winded member whose actions affect the progress of the meeting and annoy other members.
- Members that use their phones during meetings
- Members that have side conversations during meetings