



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.

Adapted from: Gibbs, G (1994) *Learning in Teams: A Student Manual*. Great Britain, The Oxford Centre for staff Development. p45.