

Chairing Meetings Questionnaire

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Some practices that have proven to be effective in the chairing of meetings are presented below. Reflect on how you currently chair meetings, then using the following scale, indicate how frequently you use the suggested meeting chairing practices:

1. Very rarely 2. Rarely 3. Sometimes 4. Frequently 5. Very frequently

When chairing meetings, I try to:

1. ___ help people understand the purpose of the meeting and why their participation is important.
2. ___ routinely use a “speakers list” to ensure people feel confident that they will get an opportunity to contribute to the meeting.
3. ___ use a “parking lot” flip chart to ensure that people do not stray from the agenda, while indicating important items will be subsequently addressed.
4. ___ summarize the discussion at key times to help keep the discussion moving forward.
5. ___ provide relevant information on group decision-making options, when required
6. ___ pay careful attention to how collaborative decisions are made.
7. ___ ask people to indicate what they will do to follow-up, especially at the end of meetings with a variety of stakeholders.
8. ___ ensure minutes of the meeting are distributed to facilitate follow-up.
9. ___ identify the shared ideas or professional positions that people hold that might help form common ground at difficult times during the meeting.
10. ___ ensure that everyone can contribute and I acknowledge their contributions.