

Planning Meetings Questionnaire

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

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

When planning meetings, I try to:

1. ___ clearly identify the outcomes we want to achieve so as to sensibly plan the agenda.
2. ___ ensure agendas are sent out in advance of the meeting.
3. ___ ensure group members have access to the information they require before the meeting.
4. ___ ensure that the meeting room is in a suitable location and it provides a comfortable environment.
5. ___ provide light refreshments for those attending the meeting.
6. ___ identify the process that needs to be used to properly address each item.
7. ___ arrange the layout of the chairs and tables to facilitate communication.
8. ___ provide people with the relevant documents prior to the meeting.
9. ___ ensure digital or paper flip charts are available.
10. ___ ensure an LCD projector and large screen are available, if computer-based presentations are planned.