Ineffective meeting leaders: five warning signs to look out for...

#1

Poor timekeeping

Effective meeting leaders realise they are hosts and should therefore want to make sure their guests have the best experience possible. Ineffective meetings leaders work at a pace that suits them! Often starting and finishing late.

#2

Controlled agendas

Look out for meetings where the agenda items are led by just one or two people. Agendas that never change can demonstrate inactivity and flux. Are the same small cohort of people dominating successive meetings you attend?

#3

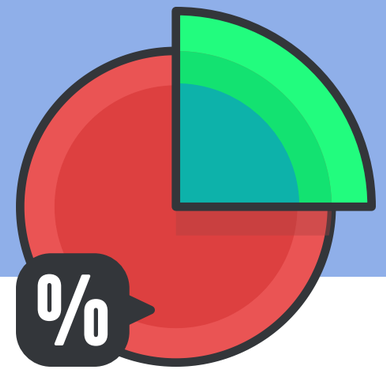
One voice

Effective leaders facilitate. They welcome opinion and feedback from everyone. They encourage quieter members to be vocal. If you attend meetings where the leader speaks for >40% of the time, then it is probably time to worry!

#4

Paper-shirk

Ineffective leaders shirk paperwork. They send out agendas late, table documents rather than pre-send to prevent participants reading ahead. Effective leaders produce timely minutes reporting who said what and the actions needed.



#5

Never vote

Do you attend meetings where you are given a free vote or are key decisions steered? Does voting even actually ever take place? Are participants who want to challenge or offer alternative ideas fully supported and embraced?

When you attend future meetings, observe your meeting leaders and consider these 5 points.

Clinical Audit SUPPORT CENTRE