



## WHY SETTING AN AGENDA IS IMPORTANT.

- ✓ IT HELPS POTENTIAL ATTENDEES DECIDE WHETHER THEY NEED TO ATTEND.
- ✓ IT HELPS INVITEES TO PREPARE FOR THE MEETING.
- ✓ IT PROVIDES A STRUCTURE FOR THE MEETING.
- ✓ SIMILARLY, IT ALLOWS THE CHAIR TO CONTROL THE MEETING.
- ✓ AND IT GIVES A WAY IN WHICH THE MEETING'S SUCCESS CAN BE JUDGED.

DIFFERENT MEETINGS REQUIRE DIFFERENT TYPES OF AGENDA, BUT THERE ARE FIVE OR SIX BROAD AREAS YOU SHOULD ALWAYS COVER.

### LOGISTICS

This includes date, time and place of meeting, its' title and a list of invited attendees.

22/12/16



### OBJECTIVE

The purpose of the meeting and any background information such as whether this is the first in a series of meetings.



### HOUSEKEEPING

This should include a welcome and introductions and any apologies for absence. It should also cover approval of previous minutes, and any matters arising from them that are not dealt with elsewhere in the agenda.



### ITEMS

Each item should have a number, a title, and a presenter or lead. It should also have a discussion. You may want to consider allocating a priority order to ensure the most important topics are covered first.



### ANY OTHER BUSINESS

Most meetings end with A.o.B. A chance for people to flag up something not yet included or discussed. You need to be careful the A.o.B section of the meeting doesn't get hijacked by a negative participant. A well run meeting with a well prepared agenda, should ensure that nobody wishes to raise any other business.

So you may wish to leave this section out of your meetings altogether.

### CLOSE

This should include the chair's summary of the meeting, the date and time of the next meeting, and any actions agreed and who is responsible.



## Takeaway

Meeting agendas are essential. They demonstrate to your attendees that you value their time as much you value your own. The extra effort needed to create an agenda will pay off further down the line as people get to know that your meetings are run well and achieve their aims.

## Actionable Advice

Take the full "Making Meetings Matter" course in the Communication and Social Skills collection. It's packed with tips and ideas to help you make your meetings more productive.