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meeting myths



Katherine Woods, of Meeting Magic Ltd, busts common meeting myths. An expert in helping groups to get better results from business meetings, Katherine has trained hundreds of individuals and facilitated thousands of meetings in the UK and across Europe.

The myth: "It's useful to circulate an agenda before a meeting."

Most of us believe it is good practice to send out an agenda ahead of a meeting. However, in reality the agenda is often no more than a list of random topics with fixed time slots.

The solution: we recommend you make contact with the proposed participants before preparing the agenda. Be clear which meeting you want to talk about and when it is taking place. Explain that you'd value their input so that you can design a productive meeting. You can contact them by phone, email or a 'quick coffee' can be a good method.

You need to ask them three key questions and record their answers

1. What do you hope to gain from the meeting?
2. What could prevent this from being a great meeting?
3. Is there anything else that I should know about?

By defining the target for your meeting from the input of the participants, you will have outcomes that are far more robust and that the participants are much more likely to work towards.