

CORPORATED MANAGEMENT / HUMAN RESOURCES

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TIPS

Setting up a meeting space



■ **A lecture setting** - With chairs in rows, it establishes the speaker's role as the main focus to deliver the information.

■ **A theater setup** - A table at the front of the room, allows a panel of speakers or experts to sit up front with the attendees in lecture format.

■ **A classroom setup** - has tables in front, with rows of chairs to allow attendees to take notes while the speaker remains at the centre.

■ **Round tables** - Choose round tables if you want your participants to work as teams, or if you want to encourage group sharing.

■ **U-shaped tables** - Utilise the U-shaped (board room) set-up if you want participants to see and interact with one another.

■ **Set up chairs in a circle** with the speaker at the center to be open and participatory.



MEETINGS can either be short debriefs, or long brainstorming sessions.

Regardless of the nature of the meeting, how you plan and run it, has a bearing on the effectiveness and impact of the meeting.

Poorly planned and loosely coordinated meetings can become a chore for attendees.

Here are 10 steps to guide you through an effective setup.

STEPS

1 Agenda - A meeting without an agenda is like a journey without a map. A clear and concise agenda should state your goal for the meeting, the end result you are aiming for, and the important issues.

2 Give attendees ample time to prepare - Provide participants with a meeting outline one or two days beforehand. The outline should include discussion points and the amount of time allocated to each topic. This will give individuals time to review the purpose of the meeting and think of best ways to contribute.

3 Location and materials - Be sure to reserve a meeting space ahead of time, with adequate seating, lighting, comfortable temperature and ventilation. Also make sure you have enough copies of all materials, including handouts and agendas. Make sure your equipment is properly set up, and all participants can see it clearly.

4 Ice-breaker - Start the meeting with an icebreaker and make it entertaining and engaging. Get the group talking and moving. The icebreaker should be included in your agenda, given an allotted amount of time.

5 Roles - Assign roles to ensure your meeting runs smoothly, and beneficial for the group

objective. Assign roles for facilitators, secondary facilitators, recorder, time-keeper, presenters, process guides, etc.

6 Meeting minutes - Every meeting must have a minute taker which consist of a tabulation of discussion items, decisions that were made, action plans agreed on, and people responsible for each action plan and deadlines. After the meeting, once the minutes are approved, circulate it immediately for immediate action.

7 Engagement - It is important that everyone who attends the meeting makes some contribution in the discussions. In meetings, some members may raise problems concerning their areas.

As a team, identify the

nature of the problem, ask for options, then select the options that you think are most suitable and effective.

8 Keep it short - Ensure the meeting is focused on the objective within scheduled time. Participants can become inattentive after awhile, which is why meetings must be less than two hours. If longer, then 15 minute breaks should be given.

9 Conclusion - Before you end the meeting, you must review the agreements that have been made - action steps have been determined and people who have assumed responsibility for moving this forward. This enables you to confirm that everyone is committed to the action steps and goals.

10 Follow up - A follow up system has to be established. As a group/ meeting leader, hold each member accountable for things they have committed to do. Have regular check up with the team members to ensure they are progressing towards their goals. Identify any potential road block or time delays, and address them accordingly.

- Compiled by 1Klassifieds Team