Hold More Engaging and Productive Meetings Using Meraki Rose's Top Tips

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Holding meetings is an increasingly expensive activity, hence the need to run meetings well. Badly run meetings waste time, money, resources and are worse than having no meetings at all. Meraki Rose shares their tips on how to get the most out of meetings.

About Meraki Rose: http://merakirose.co.uk/

As a firm, Meraki Rose holds many meetings and considers the time spent in their meetings is priceless and key to their success so far. The firm believes that if executed poorly they can lead to low team morale and can in turn reduce productivity. The firm offers their tips on how to execute and evaluate successful meetings.

Know the purpose of the meeting - Is a meeting really necessary? What needs to be covered? Has an agenda with targeted outcomes been created? Prioritise the items in order of importance. Once the leader of the meeting has established what the purpose is, it can then be shared with the attendees prior to the meeting to inspire ideas.

Integrity - To keep a team motivated Meraki Rose considers it to be important to run meetings in a timely manner as well as starting and finishing on time. Include only those who need to be involved. It is crucial to stick to the agenda and make note of any additional topics that arise to be returned to at a later date. Touch on the important points early in the meeting.

Respect - To ensure all attendees are mentally present Meraki Rose have a no gadget rule. This allows full focus to be on the meeting avoiding any distractions. Ensuring all attendees have an opportunity to have input will allow individuals to join in and as a result be more inclined to follow through with actions after the meeting. The optimal number of people for a meeting is reported between 4 and 7.

Generosity - Meraki Rose believes that all meetings should be enjoyable, not boring. All information should be delivered in a manner that is received well, and keep on track.

Meraki Rose runs motivational meetings each morning with its contractors. This is believed to be how the firm have established and maintained a great company culture. Their well prepared and relevant meetings so far has inspired individuals to achieve great results and exceed client targets. Yanis Johnstone MD of Meraki Rose states, "For business meetings to be productive it is key that they are led by an individual who is respected, has the ability to deliver a message that is not only understood but has the ability to be followed through."

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