THE 5 P'S OF PRODUCTIVE MEETINGS

Read the article and tick (✓) the statements that are true according to the text.

Purpose

Every productive meeting must have a clear purpose. Participants should know what the meeting is for. The purpose should be worth pulling people away from other productive work.

Preparation

Your dashboards, projects, and tasks need to be updated to reflect the current reality. Metrics (Key Performance Indicators) need to show the current score. Your dashboard must "tell the truth" about exactly where your company is at right now. Every attendee should come prepared to share their perspectives in order to achieve the purpose.

Process

Productive meetings have a clear process, which is defined by an agenda. Your agenda should describe specifically what topics will be discussed and in what order, so that participants know what to expect and how to prepare appropriately.

Participation

Productive meetings are characterised by the participation of everyone who has been invited. People should only be invited to the meeting because they have something valuable to contribute to the discussion. Otherwise, they should not be there.

Progress

Everyone should feel better after a meeting than before it. Decisions need to be made and documented. Everyone should leave with clarity about what needs to be done next to move the goals forward.

*you can read the original article here

- [ ] A productive meeting must have a clear reason.
- [ ] All employees should attend every meeting.
- [ ] Dashboards should show accurate and up-to-date information.
- [ ] An agenda helps participants prepare for a meeting.
- [ ] Meetings do not need clear decisions at the end.



LIVEWORKSHEETS