

Regal Court's 10 top tips for a successful meeting

1 R.S.V.P

Inform the organiser that you are attending as soon as you can. This shows your interest and level of commitment of attending.

2 Arrive Early

Be On Time! This sends a message that the meeting is a priority which lends an air of credibility to you. Arriving or starting late can send signals that you are disorganised or that you have better ways of spending your time. Whilst this may be true, in the spirit of playing part of a team a timely arrival is recommended! Also, the others won't appreciate the wait

3 Come Prepared

Ensure you have the information you need for the agenda, if you're making a presentation remember to prepare your PPT or handouts. Always remember a writing pad and pen. (Although at Regal Court we provide those for you)

4 Don't use your mobile

Keep all phones on silent mode or turn them off. Don't check emails and don't text or look at your phone's screen. It's just rude to the others participating in the meeting, the meeting is booked for a reason, everyone involved needs to be focused on the topic at hand. In the event of someone desperately needing to make or accept a call, ask to leave the room to do so.

5 Ask Brief Questions

Break a complex question into parts and ask one question at a time. This helps to ensure group involvement and not just one person talking at the rest in the meeting.

6 Stay on Track

Whilst you need to be flexible and allow the conversation to be modified as circumstances require, try not to deviate.

7 Show Respect

Be sure to listen and don't interrupt, you may find that many questions you have about a topic are answered by the content of the meeting. When taking the floor speak in turn, be patient and be calm when tackling hard subjects.

Take Notes

8 Note down all important decisions and action items, it might be worth getting one of the attendees to write minutes for the meeting.

Finish on Time—Or Early

9 The clock is all powerful! Respect the time and commitments of attendees by avoiding minimising the amount of time required to discuss your topic. Don't go longer than necessary just to fill up the estimated time. If you get side tracked or stuck, move the item to a different forum. If you know that a final decision is needed, be sure to make the attendees aware beforehand that the meeting will continue as long as required to reach this decision.

Follow up on action items.

10 Try within 24-48 hours to make the meeting worthwhile by completing any goals given to you. There's nothing like promptness to impress.