**10 Hints and Tips about Managing Meetings**

1 Sort out the Housekeeping , ..... Seating, heating , acoustics , parking , buses , toilets.

2 Agenda /Minute,…..Have a mechanism for generating one and circulate it in advance. Consider putting timings next to each item.

3 Start and finish meetings on time . It is a sign of respect and people's time is "expensive”.

4 Agree Protocols regarding the conduct of meetings in advance. Are participants expected to put their hands up , how do you deal with AOB etc . Periodically review what people think of the meetings and adapt and alter if need be.

5 Resolve differences that may arise during a meeting ASAP, do not let matters/ issues fester.

6 Participation. Make sure your group is representative and ensure you gather everyone's ideas including the quiet people in the group.

7 Summarise at different points during the meeting. Is everyone in agreement with the agreements?

8 When Chairing a meeting check people's body language, ask yourself are they engaged, do they need a break etc

 9 Have a sense of humour

10 Consider concluding  meetings with an action plan of who does what and when , this can form the basis of the next agenda .