



*Sheena
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Ten Shades of
Sheena

Great Meetings

- 01) Carefully consider who NEEDS to be there
- 02) Get your agenda and any information people will need, circulated beforehand – old fashioned advice we know, but still very valid
- 03) Start on time!
- 04) Appoint a skillful chairperson who can focus on meeting process, control input and content
- 05) Use structure at the meeting. e.g. 4P's – What's the POSITION, what PROBLEMS does this give us, what are POTENTIAL Solutions, what solution do we agree on and PROPOSE
- 06) Keep the debate factual and control opinionated arguments
- 07) Involve all. Meetings rule: Silence is consent
- 08) Assign actions
- 09) Evaluate the usefulness of the meeting
- 10) Finish on time!



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