Company Meeting or ME-eating Company

A company manager who happened to be one of my learning participants was very upset about his boss behavior. According to him he loves to conduct meetings for no specific or valuable reasons, rather to waste office time or for tea/coffee on company expense. I decided to share my point on this very common issue of almost every company.

There are lots of reasons when bosses love to conduct meetings. But most of the time it is a way to feel noteworthy. Based on my years of practical experience in different companies, it is also a great way to hide from making and taking responsibility for decisions. During these meetings boss allocate and confirm an employee who will be responsible to complete his job. A meeting is an infection that turns businesses into unproductive, indecisive, slow-moving coffee klatches.

One has to stop this and ask himself:

Do I really need to be in or hold such type of meeting? Is there another efficient way to handle company matters? May be a conference call or memo circulation to each person would solve my problem without having meeting. If you are going to hold a meeting, there are several ways you can use to stop endless and useless meetings and save everyone's time.

Ways to hold meetings:

- Don't serve tea/coffee and refreshments.
- Distribute a written agenda in advance. (May be a week earlier)
- Set the meeting immediately before lunch or at the end of the day. You will have achievable outcome without wastage of time because everyone eager to get it done and over with asap.
- Communicate a clear, achievable objective for the meeting.

Lastly I like to mention that, if you must attend a meeting, than determine in advance what information you are to contribute, then do it with a prepared, minimum-time, maximum-impact presentation.

I strongly recommend my (Presentation Skills) training session to all Company Directors, Department Heads, General Managers and Managers for improvement for outcome of meetings.

Have a nice day without un-productive meeting. Regards