



KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI



PLAN AND PREPARE FOR MEETINGS



JABATAN PENGAJIAN AM
POLITEKNIK SEBERANG PERAI

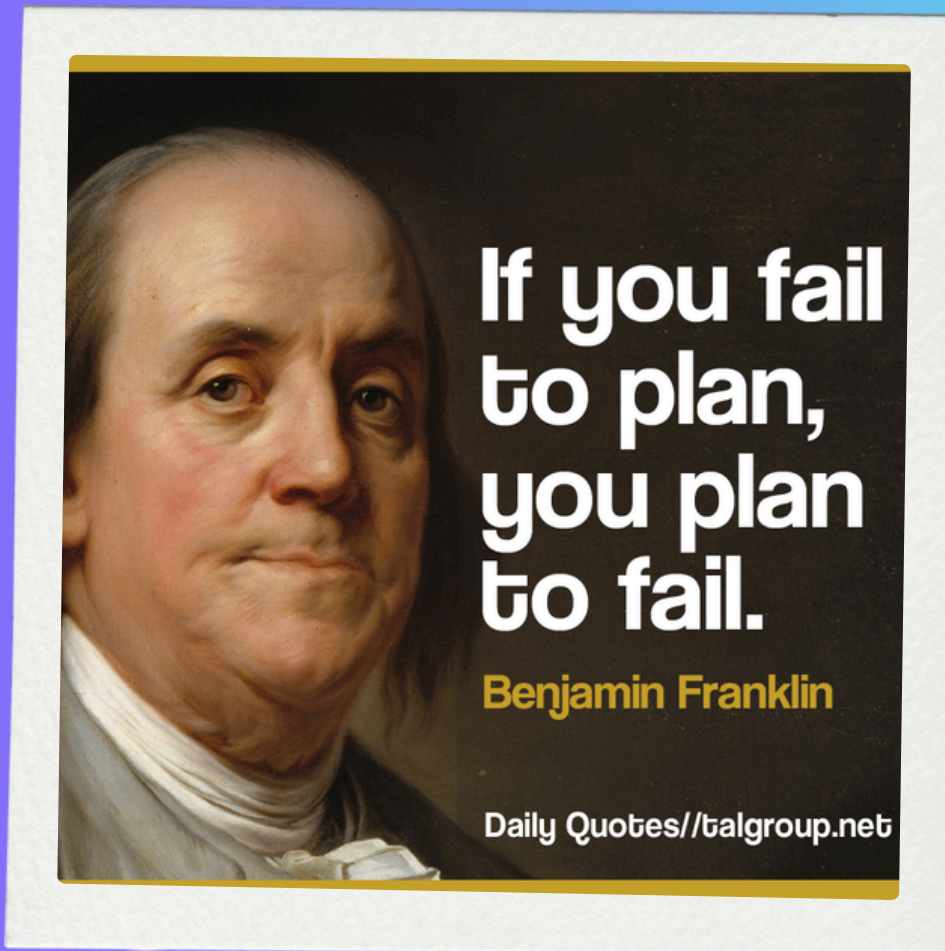


This e-book provides a planning and preparation guide for meetings.

It highlights the typical mistakes that should be avoided when planning a productive and profitable meeting.

This e-book also offers eight suggestions for setting up a successful meeting.



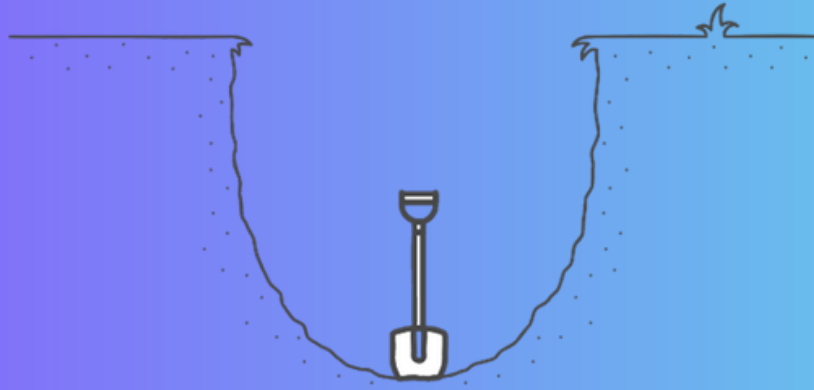


If you fail to plan, you plan to fail

A productive and effective meeting needs **meticulous planning and preparations.** Failure to plan and prepare **derails the effectiveness** of meetings.



Ineffective meetings waste time and hinder progress



What are the common pitfalls that can derail meeting effectiveness?



Step 1

Purposes

Clarify Meeting's Purposes and Goals

- Make sure everyone is aware of the meeting's **aim or purpose**.
- Establish **SMART** objectives (**s**pecific, **m**easurable, **a**chievable, **r**elevant, and **t**ime-bound).
- A meeting is worth attending if its purpose aligns with one of the following:
 - a) **decision-making**
 - b) **enhance creativity and coordinating efforts**
 - c) **informational**



Step 2

Agenda

Create Comprehensive Agenda

- Design a structured plan that **lists the topics** for discussion.
- Assign **time slots** for each agenda item.
- Assigning each agenda to a **responsible person**.
- An effective agenda answers the following questions:

What topics to be discussed to achieve our objectives?
What outcomes expected from each topic?
What is the information required?
Who will make the decisions?



Step 3

Date, Time
Attendees

Choose Date, Time, Attendees

a) Select Appropriate Date and Time

Send a survey to attendees asking them to indicate their **preferred meeting times** to find a **schedule that suits everyone**.



Choose Date, Time, Attendees

b) Select Appropriate Attendees

- Invite only those whose **presence is essential**.
- Consider the need for **diverse viewpoints** and **expertise**.

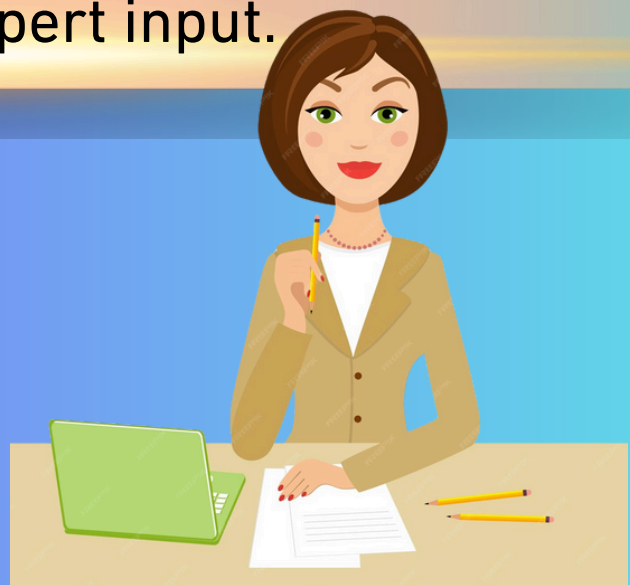
b) Assign Roles and Responsibilities

Chair : Lead, facilitate, summarize.

Notetaker : Record the meeting details.

Timekeeper : Ensure the meeting stays on track and on time.

Expert : Provide expert input.



Step 4

Meeting Invites

Send out Meeting Invites

- Send out meeting invitations with clear guidance.
- Clearly **outline** the meeting **purpose, agenda, date, time, location**, and any **preparations** needed in the invitation.
- Send them **at least 2 weeks ahead** to give attendees time to prepare and organize reports or presentations.
- Send out **reminders** as the meeting date approaches.



Step 5

Pre-Meeting Materials

Circulate Pre-Meeting Materials

Circulate reports or presentations in advance

- Provide **data, critical reports or presentations** required for the meeting beforehand.
- Allow everyone the **same understanding** and **reduce** the need for **detailed explanations** during the meeting.
- Give participants enough **time to go through the materials**.



Step 6

Set up

Set up Meetings



a) In-person Meetings

- **Reserve** a meeting room and **include the room number in the meeting invitation.**
- Consider the number of attendees and **ensure everyone has a seat.**
- Ensure that the seating arrangement is **fair**, allowing everyone to **feel equal and able to participate.**
- Arrange for **refreshments** so that attendees **need not leave** the room to get a drink.

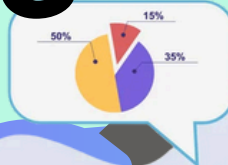
Set up Meetings

b) Hybrid Meetings

- Book a room with a **large screen and a technical setup** that supports virtual meetings.
- **Excellent audio** is crucial to ensure in-person and online—can see and hear each other well.
- Have microphones to make sure **everyone online can hear their in-person colleagues when they speak up.**
- Check if **online attendees can be heard** as well.



Set up Meetings



c) Virtual Meetings



- Ensure **easy access** to the virtual meeting **link**.
- Send a **reminder 5 minutes** before the meeting starts.
- Begin early to **test the audio** and resolve technical issues.
- Do a **quick 'thumbs up' check**—just ask participants to give a thumbs up if they hear you well.
- Encourage participants to **turn on cameras** for a more personal meeting experience.

Step 7

During Meetings

During Meetings

a) Commence and Conclude Punctually

Start the meeting as scheduled—irrespective of complete attendance—to exemplify respect and discipline.

b) Stick to Agenda and Optimize Time Management

Set duration for each agenda item and appoint a timekeeper to provide alerts (e.g., “5 minutes to conclude”).

c) Employ a “Parking Lot”

Record off-topic ideas to revisit later, to maintain focus without hampering creativity.

d) Psychological safety

- Establish a safe and respectful environment to encourage contributions from each attendee.



MEETING IN PROGRESS

During Meetings



e) Foster Engagement from All Participants

- Chair or lead **engages quieter members**, and **moderate discussions** to enhance inclusivity.
- Engagement methodologies: Utilize approaches like **round robin**, **breakout sessions**, or **open-ended inquiries**.

f) Wrap up meeting

- **Document** key decisions and resolutions, crucial actions and tasks, timelines, responsibilities, and unresolved problems.
- Conclude with a **brief summary of decisions** made and designate future responsibilities.
- Clarify accountability: Ensure **each task** has a **specific owner**, clearly defined **objectives**, and realistic **deadlines**.

Step 8

Post Meetings

Post Meetings



- Share meeting **minutes and action** items **promptly** with attendees, including details on decisions, tasks, and deadlines.
- **Monitor progress** on assigned tasks.
- **Review action item status** in subsequent meetings to ensure accountability and progress.
- Gather feedback to evaluate meeting effectiveness and **identify areas for improvement**.
- Reflect on feedback and **implement changes for continuous improvement**.



Summary

Eight Steps to Productive Meetings

Clarify Purpose and Goals

Communicate meeting's purpose and set SMART objectives



Send Invites and Confirm Attendance

Clear meeting invitations with purpose, agenda, and logistics



Circulate Pre-Meeting Materials

Distribute relevant documents beforehand



Post Meeting Follow-Up

Share minutes and action items promptly



Create a Comprehensive Agenda

List discussion topics and assign time slots



Choose Date, Time, and Attendees

Select suitable timing and invite essential attendees



Set up the Meeting

Prepare meeting space or virtual setup



During the Meeting

Start and end on time; stick to the agenda



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POLITEKNIK SEBERANG PERAI

JALAN PERMATANG PAUH
13500 PERMATANG PAUH
PULAU PINANG
<http://www.psp.edu.my>

e ISBN 978-967-2774-60-0



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