

The Workforce Engagement Equation®

Organizational Meeting Effectiveness Assessment

1. Yes | No : Are there sufficient (not excessive) numbers and types of meetings to fulfill the ongoing need for communication and coordination as well as problem solving and process improvement?
2. Yes | No : Are meetings planned ahead of time with ample notification of the purpose and agenda as well as any background information or pre-assignments with the expectation that people come prepared to contribute?
3. Yes | No : Do people attend and show up on time?
4. Yes | No : Are the right people at the meeting sufficient to provide balanced input from the various stakeholders as well as sufficiently empowered to make decisions that will be enacted?
5. Yes | No : Are the roles of facilitator, scribe, and timekeeper consistently and effectively fulfilled at all meetings?
6. Yes | No : Do meetings start and end as scheduled - productively working through the agenda in a manner appropriate with each topic's complexity and importance (routine administrative items are efficiently processed allowing sufficient time to address significant matters)?
7. Yes | No : Do meetings strike the right structural balance (free flowing and open enough as to not hamper creativity and engagement but not uncontrolled chaos dominated by the loudest and most assertive voices)?
8. Yes | No : Does each member have influence on meetings outcomes or is attendance required to create the illusion of engagement?
9. Yes | No : Do meetings end with documented decisions clearly understood as well as specific assignments and timelines for follow up?
10. Yes | No : Are meetings evaluated as to their effectiveness, efficiency, and whether continued meetings are supporting ongoing mission accomplishment and adding value?