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**Literature search results**

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**Search details**

Methods for managing the number of meetings and making them more effective.

**Resources searched**

NHS Evidence; TRIP Database; Cochrane Library; AMED; BNI; CINAHL; EMBASE; HMIC; Health Business Elite; MEDLINE; PsychINFO; Google Scholar; Google Advanced Search

**Database search terms**: meeting*; exp MEETINGS; efficien*; effective*; productive*; exp EFFECTIVENESS; exp EFFICIENCY; exp PRODUCTIVITY; meeting* adj x (efficien* OR effectiv* OR productiv* OR number*); meeting* adj x (efficien* OR effectiv* OR productiv* OR frequen* OR number*)

**Evidence search string(s)**: (meetings OR meeting) (effectiveness OR efficiency OR productive OR number OR frequency) (improvement OR transformation)

**Google search string(s)**: (meetings OR meeting) (method OR methodology OR approach OR practice OR system OR practices OR methods OR technique OR techniques) (effectiveness OR efficiency OR productivity OR number OR frequency) (improvement OR transformation)

meetings (method OR methodology OR approach OR practice OR system OR practices OR methods OR technique OR techniques) (effectiveness OR efficiency OR productivity OR number OR frequency)

**Summary**

There is quite a lot of recent research on making meetings more effective; in addition there are a lot of tips and information in Google and Bing.
Guidelines and Policy

**NHS Evidence: QIPP**

Improving efficiency through LEAN management 2013

The meetings management module challenges participants to think about working differently and how to maximise the impact of meetings. There are potential savings through reduced travel time and costs.

**NHS Institute for Innovation and Improvement**

The Productive Leader: Meetings Management

Evidence-based reviews

**National Institute for Health Research (NIHR)**

The impact of enhancing the effectiveness of interdisciplinary working: section 1 2012

Published research – Databases

*Initial Results*

1. **Strategies for effective meetings.**

*Author(s)* Gerwick MA

*Citation:* Journal of Continuing Education in Nursing, April 2013, vol./is. 44/4(171-7), 0022-0124;0022-0124 (2013 Apr)

*Publication Date:* April 2013

*Abstract:* This article provides basic strategies for conducting effective meetings and providing committee chairs and members with a sense of accomplishment. Health care professionals can become easily frustrated regarding the need to attend meetings. They may perceive that attending a meeting is a waste of their valuable time, that nothing is ever accomplished, and that their input is not valued. Committee leaders need to use effective strategies to enhance each committee member's sense of accomplishment. Copyright 2013, SLACK Incorporated.

*Source:* Medline

Available in fulltext at *Journal of Continuing Education in Nursing, The*; Collection notes: On first login to a ProQuest journal you will need to select 'Athens (OpenAthens Federation)' from Select Region, and then 'NHS England' from Choose your Library.

2. **Fewer. Shorter. Better: Effective and efficient meetings for higher performing organizations.**

*Author(s)* Shore DA

*Citation:* Journal of Health Communication, 2013, vol./is. 18/11(1275-8), 1081-0730;1087-0415 (2013)

*Publication Date:* 2013

*Source:* Medline

3. **Planning and conducting meetings effectively, part III: keeping meetings on track.**

*Author(s)* Harolds JA

*Citation:* Clinical Nuclear Medicine, February 2012, vol./is. 37/2(164-5), 0363-9762;1536-
Abstract: The attendees at a meeting have different ways in which they get information and make decisions, different personal needs, and different ways in which they participate in groups. Some have counterproductive behaviors in committee meetings, such as attacking others, talking too long but not saying much, talking too little, deliberately trying to undermine the process, bringing up unrelated issues, engaging in private conversations with others, or silencing others. The chairperson must meet all of these challenges to have a productive meeting. This article gives some tips on how to run meetings well.

Source: Medline

4. Planning and conducting meetings effectively, part II: Some component aspects of a meeting.

Author(s) Harolds JA

Citation: Clinical Nuclear Medicine, January 2012, vol./is. 37/1(71-3), 0363-9762;1536-0229 (2012 Jan)

Publication Date: January 2012

Abstract: There are many components of a decision-making meeting. The role of the chairperson, important aspects of how to begin a meeting, the technique of brainstorming, and follow-up after a meeting are described in this article.

Source: Medline

5. Planning and conducting meetings effectively, part I: planning a meeting.

Author(s) Harolds J

Citation: Clinical Nuclear Medicine, December 2011, vol./is. 36/12(1106-8), 0363-9762;1536-0229 (2011 Dec)

Publication Date: December 2011

Abstract: Meetings are held by leaders for many purposes, including conveying information, raising morale, asking for opinions, brainstorming, making people part of the problem-solving process, building trust, getting to a consensus, and making decisions. However, many meetings waste time, some undermine the leader's power, and some decrease morale. Part I of this series of articles gives some tips on basic planning for decision-making meetings. Part II of this series of articles analyzes selected components of decision-making meetings. Part III of this series will be on how the chairperson keeps decision-making meetings on track to make them efficient and productive.

Source: Medline

6. Meetings—the good, the bad, and the ugly.

Author(s) Lukes E

Citation: AAOHN Journal, December 2011, vol./is. 59/12(509-11), 0891-0162;0891-0162 (2011 Dec)

Publication Date: December 2011

Abstract: Much has been written about how to facilitate an effective meeting, but apparently not every meeting facilitator has read the literature because every occupational health nurse has endured a 'bad' meeting. Individuals who chair meetings have a responsibility to create meetings that are worthwhile to the attendees; attendees have a responsibility to be prepared for meetings so meetings are productive. This article reviews key meeting strategies, providing readers with ways to improve meetings they attend or facilitate. Copyright 2011, SLACK Incorporated.
7. Steps for establishing effective meetings.

**Author(s)** anonymous

**Citation:** Hospital Case Management, July 2011, vol./is. 19/7(104-6), 1087-0652;1087-0652 (2011 Jul)

**Publication Date:** July 2011

**Source:** Medline

Available in *fulltext* at *Hospital Case Management: The Monthly Update on Hospital-Based Care Planning and Critical Paths*; Collection notes: On first login to a ProQuest journal you will need to select 'Athens (OpenAthens Federation)' from Select Region, and then 'NHS England' from Choose your Library.

Available in *fulltext* from *Hospital case management* at *EBSCOhost*

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8. Make meetings productive.

**Author(s)** Brown C

**Citation:** Nursing Standard, November 2010, vol./is. 25/10(64), 0029-6570;0029-6570 (2010 Nov 10-16)

**Publication Date:** November 2010

**Source:** Medline

Available in *fulltext* from *Nursing Standard* at *EBSCOhost*

Available in *print* at *Lincoln County Hospital Professional Library*

Available in *print* at *Louth County Hospital Medical Library*

Available in *print* at *Grantham Hospital Staff Library*

Available in *fulltext* at *Nursing Standard*; Collection notes: On first login to a ProQuest journal you will need to select 'Athens (OpenAthens Federation)' from Select Region, and then 'NHS England' from Choose your Library.

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9. A practical guide to failure mode and effects analysis in health care: making the most of the team and its meetings.

**Author(s)** Ashley L, Armitage G, Neary M, Hollingsworth G

**Citation:** Joint Commission Journal on Quality & Patient Safety, August 2010, vol./is. 36/8(351-8), 1553-7250;1553-7250 (2010 Aug)

**Publication Date:** August 2010

**Abstract:** BACKGROUND: Failure Mode and Effects Analysis (FMEA) is a proactive risk assessment tool used to identify potential vulnerabilities in complex, high-risk processes and to generate remedial actions before the processes result in adverse events. FMEA is increasingly used to proactively assess and improve the safety of complex health care processes such as drug administration and blood transfusion. A central feature of FMEA is that it is undertaken by a multidisciplinary team, and because it entails numerous analytical steps, it takes a series of several meetings. Composing a team of busy health care professionals with the appropriate knowledge, skill mix, and logistical availability for regular meetings is, however, a serious challenge. Despite this, information and advice on FMEA team assembly and meetings scheduling are scarce and diffuse and often presented without the accompanying rationale.THE MULTIDISCIPLINARY TEAM: Assemble an eight-member team composed of clinically active health care staff, from every profession involved in delivery of the process-and who regularly perform it; staff from a range of seniority levels; outsider(s) to the process-and perhaps even to health care; a leader (and
facilitator); and researchers. SCHEDULING: Plan for 10-15 hours of team meeting time for first-time, narrowly defined FMEAs, scheduled as four to six meetings lasting 2 to 3 hours each, spaced weekly to biweekly. Meet in a venue that seats the team around one table and is off the hospital floor but within its grounds. CONCLUSIONS: FMEA, generally acknowledged to be a useful addition to the patient safety toolkit, is a meticulous and time- and resource-intensive methodology, and its successful completion is highly dependent on the team members' aptitude and on the facility's and team members' commitment to hold regular, productive meetings.

Source: Medline

10. Effectiveness in top management group meetings: the role of goal clarity, focused communication, and learning behavior.

Author(s) Bang H, Fuglesang SL, Ovesen MR, Eilertsen DE

Citation: Scandinavian Journal of Psychology, June 2010, vol./is. 51/3(253-61), 0036-5564;1467-9450 (2010 Jun 1)

Publication Date: June 2010

Abstract: To explore the relationship between goal clarity, focused communication, learning behavior, and team effectiveness (i.e., task performance, relationship quality, and member satisfaction), self-report and observer data from eight top management groups that processed 56 agenda items during meetings were analyzed. We found that goal clarity and focused communication was positively related to team effectiveness. The effect of goal clarity on team effectiveness was partially mediated by focused communication. Speaking up when a goal was unclear increased focused communication, task performance and relationship quality. Speaking up when the discussion was off track was not related to task performance and member satisfaction, and was negatively related to relationship quality. These findings have implications for how to conduct an effective management meeting.

Source: Medline

Available in fulltext from Scandinavian Journal of Psychology at EBSCOhost

11. 7 steps to highly effective staff meetings.

Author(s) Overgaard PM

Citation: Nursing Management, March 2010, vol./is. 41/3(54), 0744-6314;1538-8670 (2010 Mar)

Publication Date: March 2010

Source: Medline

Available in fulltext from Nursing Management at Ovid

Some further results

1. Mastering the art of meetings.

Citation: American Nurse Today, 01 November 2013, vol./is. 8/11(40-42), 19305583

Author(s): Loftus, Toni Ann

Source: CINAHL

2. Strategies for effective meetings

Citation: Journal of continuing education in nursing, April 2013, vol./is. 44/4(171-177), 0022-0124 (Apr 2013)

Author(s): Gerwick M.A.

Institution: (Gerwick) Indiana University of Pennsylvania, IN, PA, USA.
**Abstract:** This article provides basic strategies for conducting effective meetings and providing committee chairs and members with a sense of accomplishment. Health care professionals can become easily frustrated regarding the need to attend meetings. They may perceive that attending a meeting is a waste of their valuable time, that nothing is ever accomplished, and that their input is not valued. Committee leaders need to use effective strategies to enhance each committee member’s sense of accomplishment.

**Source:** EMBASE

**Full Text:** Available from ProQuest in *Journal of Continuing Education in Nursing, The*; Collection notes: On first login to a ProQuest journal you will need to select 'Athens (OpenAthens Federation)' from Select Region, and then 'NHS England' from Choose your Library.

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**3. No More BORED MEETINGS.**

**Citation:** Training, 01 March 2013, vol./is. 50/2(28-29), 00955892

**Author(s):** HEQUET, MARC

**Abstract:** The article discusses business meetings, presenting recommendations for effective meeting management and participation. Topics include goal setting, virtual attendance at business meetings, and the comments of the consultant Stephen Balzac. Rob Bellmar, an executive at the conference call company InterCall, is mentioned.

**Source:** HEALTH BUSINESS ELITE

**Full Text:** Available from ProQuest in *Training*; Note: ; Collection notes: On first login to a ProQuest journal you will need to select 'Athens (OpenAthens Federation)' from Select Region, and then 'NHS England' from Choose your Library.

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**4. Making the most of team meetings: effective meeting support practice success.**

**Citation:** AGD Impact, 01 October 2012, vol./is. 40/10(20-21), 0194729X

**Author(s):** Levin, Rober P

**Source:** CINAHL

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**5. It's Not You, It's Meetings.**

**Citation:** Bloomberg Businessweek, 11 June 2012, vol./is. /4283(51-52), 00077135

**Author(s):** Milian, Mark

**Abstract:** The article discusses technology companies which are run by engineers and which have tried to reduce the number of meetings which employees attend. The article says that companies such as the online social network company Facebook, the cloud storage company Dropbox, and the source code storage company GitHub have developed policies which limit the frequency or length of meetings in order to improve productivity and empower employees.

**Source:** HEALTH BUSINESS ELITE

**Full Text:** Available from EBSCOhost in *Bloomberg Businessweek*

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**6. The Blitz Meeting: A Leaner Alternative**

**Citation:** Nurse Leader, Apr 2012, vol. 10, no. 2, p. 42-44, 1541-4612 (April 1, 2012)

**Author(s):** MacLeod, Les

**Abstract:** The complaint has been heard much too often that conventional meetings do a little about a lot, but not much about anything. They are said to consume far too much time, lack sufficient closure, and are a common source of frustration. Only rarely do they generate a positive return on investment when it comes to the use of human capital. It is not too surprising then, that over the years, the word meeting has earned such an
unfavorable reputation, being variously described as boring, unproductive, and not a particularly good use of valuable time; a rather disappointing description for such a common and ubiquitous management practice. Healthcare organizations (HCOs) are not exempt from either the frequency of meetings or from the associated negative preconceptions. In fact, because HCOs involve the daily interaction of so many different professions, meetings in general (both inter- and intraprofessional) consume just as much, if not more, staff time than they do in most other types of organizations. [PUBLICATION] 0 references

Source: BNI

7. Extreme team meeting makeover.

Citation: AGD Impact, 01 March 2012, vol./is. 40/3(22-23), 0194729X

Author(s): Schultz, Jennifer

Abstract: Guidelines for effective communication.

Source: CINAHL

8. Hunting Down the No. 1 IT Productivity Killer.

Citation: CIO Insight, 01 November 2011, vol./is. 120(34-35), 15350096

Author(s): Schiller, Mark J.

Abstract: The author offers tips on how to effectively conduct meetings in an information technology (IT) organization. He cites the importance for business executives to effectively design productive meetings by using appropriate scope and time boundaries to keep it focused and to direct follow-up activity. Moreover, the author suggests the need to replace the default 60-minute meetings with a 20-minute gathering to convince the participants about the importance of such events.

Source: HEALTH BUSINESS ELITE

Full Text: Available from EBSCOhost in CIO Insight

Available from ProQuest in CIO Insight; Note: Collection notes: On first login to a ProQuest journal you will need to select 'Athens (OpenAthens Federation)' from Select Region, and then 'NHS England' from Choose your Library.

9. Meetings and presentations.

Citation: Independent Nurse, 19 September 2011, vol./is. 48/49, 17479800

Author(s): Humpris, Penny; Lemer, Daniel Richard

Source: CINAHL

10. Getting the Most Out of Your Board Meeting.

Citation: H&HN: Hospitals & Health Networks, 01 September 2011, vol./is. 85/9(64-64), 10688838

Author(s): Combes, John R.

Source: CINAHL

Full Text: Available from EBSCOhost in H&HN: Hospitals & Health Networks

Available from ProQuest in Hospitals and Health Networks; Note: Collection notes: On first login to a ProQuest journal you will need to select 'Athens (OpenAthens Federation)' from Select Region, and then 'NHS England' from Choose your Library.

Available from EBSCOhost in H&HN: Hospitals & Health Networks
11. Steps for establishing effective meetings.

Citation: Hospital Case Management, 01 July 2011, vol./is. 19/7(104-106), 10870652

Source: CINAHL

Full Text: Available from ProQuest in Hospital Case Management; The Monthly Update onHospital - Based Care Planning and Critical Paths; Collection notes: On first login to a ProQuest journal you will need to select 'Athens (OpenAthens Federation)' from Select Region, and then 'NHS England' from Choose your Library. Available from EBSCOhost in Hospital Case Management

12. Ensuring permanence, and effective meetings.

Citation: Hospital Case Management, 01 July 2011, vol./is. 19/7(106-106), 10870652

Author(s): Kirby, Ann

Source: CINAHL

Full Text: Available from ProQuest in Hospital Case Management; The Monthly Update onHospital - Based Care Planning and Critical Paths; Collection notes: On first login to a ProQuest journal you will need to select 'Athens (OpenAthens Federation)' from Select Region, and then 'NHS England' from Choose your Library. Available from EBSCOhost in Hospital Case Management

13. Lead Us Not Into Meetings.

Citation: Nurse Leader, 01 June 2011, vol./is. 9/3(8-11), 15414612

Author(s): Vestal, Katherine

Source: CINAHL

14. What Makes a Successful Staff Meeting?

Citation: Podiatry Management, 01 June 2011, vol./is. 30/5(163-166), 07443528

Author(s): Silberstein, Nina

Source: CINAHL

Full Text: Available from EBSCOhost in Podiatry Management

15. Conducting Effective Business Meetings.

Citation: Pharmaceutical Representative, 01 May 2011, vol./is. 41/5(24-26), 01618415

Abstract: The article explains the advantages of face-to-face, online, and electronic meeting and the steps involved in planning an effective business meeting. It describes how to effectively conduct several stages of a business meeting. It mentions that manager must follow up with members of the group to see if they are really fulfilling their responsibilities to solve the problem that was the focus of the meeting.

Source: HEALTH BUSINESS ELITE

Full Text: Available from EBSCOhost in Pharmaceutical Representative

16. Run More Effective Meetings.

Citation: BusinessWeek.com, 25 November 2010, vol./is. /(10-10),

Author(s): Gallo, Carmine
Abstract: The article presents the tips by Steve Spurgeon, an interpersonal communication specialist, on how to run effective meetings in an age when some of the professionals spend the time equivalent to that of a day in a week, in meetings. Spurgeon says that it is important to remember the reason for the meeting because meetings can easily lose their focus after 15 or 20 minutes if participants get diverted by non-agenda items. Also, participate actively in meetings because the leader deserves attendees' full attention.

Source: HEALTH BUSINESS ELITE

Full Text: Available from EBSCOhost in BusinessWeek.com

17. Make meetings productive.
Citation: Nursing Standard, 10 November 2010, vol./is. 25/10(64-64), 00296570
Author(s): Brown, Caz
Abstract: Caz Brown describes a course that teaches staff how to work more efficiently and effectively in groups.

Source: CINAHL

Full Text: Available from EBSCOhost in Nursing Standard

18. Face-to-face meetings.
Citation: Enterprise/Salt Lake City, 01 November 2010, vol./is. 40/17(11-13),
Abstract: The article offers advice on how to conduct a productive business meeting, whether virtual or face-to-face. It discusses the need to analyze the purpose and objectives of the meeting. It suggests holding a face-to-face meeting when building rapport with a significant client or attempting to diffuse a heated or contentious situation. The article discusses simple rules for the meeting leader which include the preparation and sharing of the agenda in a timely manner and ensuring that each person knows why they are attending the meeting.

Source: HEALTH BUSINESS ELITE

Full Text: Available from EBSCOhost in Enterprise/Salt Lake City

19. Build a better meeting: eight simple steps to success.
Citation: CMA Today, 01 September 2010, vol./is. 43/5(16-17), 15432998
Author(s): Sweetnam S
Source: CINAHL

20. A practical guide to failure mode and effects analysis in health care: making the most of the team and its meetings.
Citation: Joint Commission Journal on Quality & Patient Safety, 01 August 2010, vol./is. 36/8(351-358), 15537250
Author(s): Ashley L; Armitage G; Neary M; Hollingsworth G
Abstract: Background: Failure Mode and Effects Analysis (FMEA) is a proactive risk assessment tool used to identify potential vulnerabilities in complex, high-risk processes and to generate remedial actions before the processes result in adverse events. FMEA is increasingly used to proactively assess and improve the safety of complex health care processes such as drug administration and blood transfusion. A central feature of
FMEAs is that it is undertaken by a multidisciplinary team, and because it entails numerous analytical steps, it takes a series of several meetings. Composing a team of busy healthcare professionals with the appropriate knowledge, skill mix, and logistical availability for regular meetings is, however, a serious challenge. Despite this, information and advice on FMEA team assembly and meetings scheduling are scarce and diffuse and often presented without the accompanying rationale. The Multidisciplinary Team: Assemble an eight-member team composed of clinically active health care staff, from every profession involved in delivery of the process—and who regularly perform it; staff from a range of seniority levels; outsider(s) to the process—and perhaps even to health care; a leader (and facilitator); and researchers. Scheduling: Plan for 10-15 hours of team meeting time for first-time, narrowly defined FMEAs, scheduled as four to six meetings lasting 2 to 3 hours each, spaced weekly to biweekly. Meet in a venue that seats the team around one table and is off the hospital floor but within its grounds. Conclusions: FMEA, generally acknowledged to be a useful addition to the patient safety toolkit, is a meticulous and time- and resource-intensive methodology, and its successful completion is highly dependent on the team members' aptitude and on the facility's and team members' commitment to hold regular, productive meetings.

Source: CINAHL

21. Effective meetings: how to take your next meeting from worn-out to wow!.
Citation: Vermont Nurse Connection, 01 August 2010, vol./is. 13/3(5-5), 15294609
Author(s): Gaddis S
Source: CINAHL
Full Text: Available from EBSCOhost in Vermont Nurse Connection

22. Career scope: Pacific Mountain. 7 steps to highly effective staff meetings.
Citation: Nursing Management, 01 March 2010, vol./is. 41/3(54-54), 07446314
Author(s): Overgaard PM
Source: CINAHL
Full Text: Available from Ovid in Nursing Management

23. 7 steps to highly effective staff meetings.
Citation: Nursing Management (USA), Mar 2010, vol. 41, no. 3, p. 54., 0744-6314 (March 2010)
Author(s): Overgaard, P
Abstract: Practical guidance for conducting staff meetings, based on the principles of Covey's '7 Habits of Highly Effective People' (2004). [(BNI unique abstract)] 1 references
Source: BNI
Full Text: Available from Ovid in Nursing Management

24. Operational review meetings... Gopal P, Gopal H: Save time and money by conducting effective office meetings.
Citation: Dental Abstracts, 01 January 2010, vol./is. 55/1(7-9), 00118486
Source: CINAHL
From 1st one hundred results:

**Effective Meetings, Your Meeting Resource Center**  
www.effectivemeetings.com  
Whether you're a newcomer to meetings or a seasoned pro, ... The "IT" Method ... Insights into teamwork and team productivity: Information ...

**Effective meetings**  
www.toolpack.com/meetings.html  
How to make meetings more effective: ... Several techniques can help to generate ideas. ... Good meetings can increase your effectiveness, ...

**Running Effective Meetings - Communication Skills Training ...**  
www.mindtools.com › Communication Skills  
Bad meetings drone on forever, ... Evaluate the meeting's effectiveness based on how well you met the objective. ... A Different Approach to Brainstorming;

**meetings, how to run corporate meetings, and planning meetings**  
www.businessballs.com › teambuilding/games  
See also how to run workshops and workshop meetings. Techniques of goal planning and project management are useful ... allocate syndicates a number of aspects ...

**Running effective meetings | DIY Committee Guide**  
www.diycommitteeguide.org/article/running-effective-meetings  
Management Committee meetings are vital to the ... Deciding the most appropriate methods of funding ... Chairing is a key factor in the effectiveness of meetings.

**Effective Meetings - Tips**  
meetingwizard.org/meetings/effective-meetings.cfm  
>>continue with Effective Meetings. Meeting Resources: Free online scheduling tool: Try our innovative meeting scheduler! We Recommend: Robert's Rules in Plain English.

**Meeting improvement guide - Xerox**  
www.office.xerox.com/latest/XOAFL-01U.pdf  

**Effective Meetings | The Continuous Improvement Process**  
ciaranmay.wordpress.com/about/effective-meetings/  
Next I asked what sort of things go wrong at meetings – off course this may not ... The purpose of the agenda is improve meeting efficiency and to improve the ...

**LEAN IMPROVEMENT SUMMARY Number of meetings reduced ...**  
assets.highways.gov.uk/.../Number_of_meetings_reduced_using_Comms...  
September 2010. LEAN IMPROVEMENT SUMMARY. Number of meetings reduced using Comms Cells resulting in estimated. 50k pa in savings. Objective.

**Significant Improvement In Meeting Productivity Fueled By The ...**  
www.prweb.com/releases/2013/10/prweb11183246.htm  
28 Oct 2013 - MeetingResult LLC announces the launch of MeetingResult 2.0, extending their industry leading meeting management system into the cloud.

**Less Time In Meetings = Billion Dollar Productivity Improvement For ...**
Less Time In Meetings = Billion Dollar Productivity Improvement For Corporations Results Of 2008 Whitecollar Productivity Index (WPI) Study Indicate.

Transformation Tools | Ava S. Butler
www.avasbutler.com/category/transformation-tools/
12 Sep 2013 - Where most other methods document only the person who is accountable for a decision or activity, RACI also ... Meetings as Transformation Tools .... 20 Techniques to Improve Meeting Productivity: #12 Charting - 20 Techniques to Improve ...

Significant Improvement In Meeting Productivity Fueled By The ...
www.prweb.com/releases/2013/10/prweb11183246.htm
28 Oct 2013 - MeetingResult LLC announces the launch of MeetingResult 2.0, extending their industry leading meeting management system into the cloud. The bar has now ...

12 Ways To Improve Productivity At The Workplace - Tweak Your Biz
tweakyourbiz.com › Growth
7 Oct 2010 - A workplace however large or small has to be driven by efficiency and achievement that manifests ... Courses and improvement options ... The current trend to have more meetings and discussion rather than spending more time ... how much other great practices you put in place, people are simply not going to be motivated.

What to do Before a Meeting - Office of Quality Improvement
quality.wisc.edu › Effective Meetings
29 Jan 2010 - The purpose of a meeting should be stated at the top of the meeting agenda. Some example purpose statements might look something like: Share best practices ...

It's Not Just Standing Up: Patterns for Daily Standup Meetings
martinfowler.com/articles/itsNotJustStandingUp.html
by A Hands - Related articles
29 Aug 2011 - Improvement is not just about problem solving though. ... The stand-up should encourage a focus on moving work through the system in order to achieve ... These are the minimum number of questions that satisfy the goals of daily stand-ups.

Visual Meetings: How Graphics, Sticky Notes and Idea Mapping Can ...
www.amazon.com › Skills › Running Meetings & Presentations
13 Sep 2010 - ... Outdoors, Tools & Home Improvement, Toys & Games, Video Games, Watches, Wine ... Visual Meetings and over one million other books are available for Amazon Kindle. ... Notes and Idea Mapping Can Transform Group Productivity Paperback .... the transformative power of David's pioneering visual methods and tools.

Virtual and Hybrid Meetings for Generation X: Using the Delphi ...
www.mpiweb.org/Libraries/Research_and_Reports/WEC13-GENX.pdf
9 Aug 2013 - Through the use of the modified Delphi method, a panel of expert meeting planners .... discusses the preference for direct communication and time efficiency for ...

LinkedIn CEO Jeff Weiner's Unconventional Meeting Technique ...
blog.idonethis.com/.../linkedin-ceo-jeff-weiners-unconventional-meeting
6 Aug 2013 - LinkedIn CEO Jeff Weiner's Unconventional Meeting Technique Silicon Valley is ... Professor Amabile found that the number one motivator for employees was ...

Methods for reducing time spent in meetings - Personal Productivity ...
productivity.stackexchange.com/.../methods-for-reducing-time-spent-in-...
28 Jun 2011 - One of the biggest hits to productivity is time lost in meetings. Are there any
methods to avoid unnecessary meetings and improving the productivity of the ...

What are methods for conducting efficient meetings - The Workplace
workplace.stackexchange.com/.../what-are-methods-for-conducting-efficient...
11 Apr 2012 - The most important thing about meetings: keep them short. The productivity will follow. – Claudiu Constantin Apr 11 '12 at 7:23 ...

A Simple Method For Insanely Productive Meetings | Accidental ...
www.accidentalcreative.com/.../guide-to-insanely-productive-meetings/
23 Jul 2013 - Having participated in my fair share of meetings over the years, I have developed a simple practice that has had a profound impact on the productivity of ...

The four stages of a FAST, effective meeting - Fast Meetings ...
1 Jun 2011 - So what meeting technique or method can you introduce in your organisation and creates great leverage in being able to improve your meeting effectiveness.

Effective Meetings: 20 Ways to Have a More Productive Business ...
hiring.monster.com › Workforce Management › Management Skills
15 Sep 2010 - By: Laura Leist, CPO, productivity consultant and author of Eliminate the Chaos at Work: 25 Techniques to Increase Productivity (Wiley 2011). Meetings can ...

Planning and Facilitating Effective Meetings - NOS Special Projects
specialprojects.nos.noaa.gov/focus/.../planning_facilitating_meetings.pdf
26 Feb 2012 - guidebook provides the basic techniques used by professionals for meeting planning and ..... Label each page with the session it is from and a page number.

Five Methods to Make Meetings Much More Productive - Gordon ...
www.gordontraining.com/.../five-methods-to-make-meetings-much-more...
20 Jun 2012 - Blog Post by Scott Seroka Most people agree that meetings can be a colossal ... to gather knowledge and insight to solve problems and increase productivity.

Team Meetings: How to Ensure Efficiency and Effectiveness
www.brighthubpm.com › Monitoring a Project
22 May 2013 - The primary importance of a well-organized meeting is cost efficiency. ... This presentation method provides participants the opportunity to form their own ...

Tips for Effective Meetings - Productivity501
www.productivity501.com › Organize
25 Feb 2010 - Learn how to make your next meeting effective and efficient. ... If you are talking about something that needs to be approved by a number of people, ... can search them is a valuable method of knowledge management for your entire company.

Chairing Successful Meetings, Conducting Meetings Tips
www.ksl-training.co.uk › Training resources › Chairing meetings
18 Jul 2010 - Top 10 tips for chairing meetings and how to conduct meetings including meeting facilitation techniques and tips for taking meeting minutes. ... way we plan, structure and manage meetings, significant productivity gains and business benefits ...

Free Effective Meeting Tips & Techniques | Meetings Expert Jon Petz
www.boringmeetingsucks.com/free-stuff/
11 Jan 2013 - Get access to free effective meeting tips and techniques from meetings ... His “Bore No More™” movement provides meeting effectiveness training and free ...
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<tr>
<th>Resource Title</th>
<th>Website/Link</th>
<th>Date</th>
<th>Summary</th>
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<tbody>
<tr>
<td>Tips on Meetings - Harvard Business Review</td>
<td>hbr.org/web/management-tip/tips-on-meetings</td>
<td>24 Oct 2011</td>
<td>Meetings, meetings, and more meetings! Don't contribute to the dread. Next time you need to gather people together to advance your project, make sure you do ...</td>
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<td>Collaborative Meeting Techniques - Bureau of Library and ...</td>
<td><a href="http://www.ilo.org/public/english/support/lib/knowledgesharing/meetings.htm">www.ilo.org/public/english/support/lib/knowledgesharing/meetings.htm</a></td>
<td>3 Oct 2011</td>
<td>Brainstorming is a process used by a group to generate a large number of ideas on a specific issue. Initially ideas are collected by a facilitator without any ...</td>
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<td>Effective Meetings</td>
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<td>12 Sep 2011</td>
<td>will find a few simple procedures will improve the efficiency of your meetings. For detailed ... Proper</td>
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<td>Facilitation Tools for Meetings and Workshops - Seeds for Change</td>
<td><a href="http://www.seedsforchange.org.uk/tools.pdf">www.seedsforchange.org.uk/tools.pdf</a></td>
<td>6 Aug 2011</td>
<td>5 minutes 1 hour to set up; any number of people. It can be useful to start ... Handsignals are a simple technique that can make workshops and meetings run.</td>
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