

Self-Evaluation and Growth Plan for your meetings

This is a tool to recognize your team's strengths and areas for growth in meetings, and is most effective when completed annually to assess changes.

Instructions: Complete the following questionnaire honestly. Give a score of 0, 1, 2 or 3 points for each question.

0= No or never.

1= Occasionally or somewhat.

2= Mostly or most of the time.

3=100% of the time.

"You" = your entire team, not you individually.

PLANNING & PREPARATION

points

1. Do you have an agenda outlining the plan for your meetings?
2. Is the agenda available ahead of time so that members can be prepared?
3. Are all individuals prepared for the meeting (read ahead of time, followed-up on previous action items, etc.)?
4. Is energy invested in making your meetings interesting, engaging, and vivacious?

STRUCTURE & CONTROL

points

5. In order to keep your meeting on track, does your agenda include time allotments for each item (and do you follow them)?
6. Do your meetings follow the agenda?
7. Do you arrange your agenda items so that "hot-topics" or pressing issues are placed at the beginning of the agenda?
8. Do you start and end the meetings on time?
9. Do all members arrive on time?
10. Does your group have agreed upon guidelines/meeting etiquette (*how people will communicate during meeting*) and are they readily available and utilized?
11. Do you put items into a "parking lot" if they are either not on the agenda or are not pertinent to the current discussion?
12. Do you conduct meetings in accordance with proper decorum and procedural rules?
13. Do you avoid side conversations?
14. Do you make decisions in a timely fashion to move forward with the agenda?

GROUP DYNAMICS & COMMUNICATION

points

15. Do you rotate seating to encourage group cohesion?
16. Does your group share “air space” (each member contributes equally)?
17. Do you keep perspective and not take things personally?
18. Do you treat everyone present with respect and keep emotions in check?
19. Do you mentor new employees and “fill them in” as needed to assist with smooth and competent transition into the group?
20. Do you enjoy participating in this group and look forward to the meetings?
21. Do you refrain from complaining about this group (the people or meeting) to others?
22. Do you display active listening, and make efforts to listen to everyone who is speaking (through eye contact, paraphrasing, asking questions, etc.)?
23. Do you intervene and cut people off when straying from the agenda (all roles, not just the facilitator)?
24. Do you intervene when (if) there are personal attacks?
25. Do you refrain from showing disdain or elation with the results of a decision or report?
26. Does the facilitative leader encourage participation?
27. Do you diversify your topics and presenters/people leading topics?
28. Do you clarify a topic or agenda item as to what is expected (discussion vs. action)?
29. Do you understand and communicate the difference between gathering comments and seeking agreement and act accordingly?
30. Do you model effective group behavior?
31. Does your group routinely examine, communicate about, and openly address its strengths and deficits?

PURPOSE

points

32. Are you clear about the mission of this group?
33. Are goals, actions and topics in alignment with this mission?
34. Do you make all decisions fairly and ethically?
35. Do you annually set goals and affirm that your direction is in alignment with your mission?

FOLLOW-UP AND RECORDING

points

36. Does someone take minutes and are they available within 48 hours of the meeting?
37. Do the minutes include action items (who will do what after the meeting)?

TOTAL POINTS:

SCORING

0-33 points. Your meetings are dreadful, boring, disorganized and unproductive. They are a waste of everyone’s time. It’s a surprise that anyone shows up. But the good news is that you have plenty of room to grow! Don’t be discouraged; develop a growth plan.

34-73 points. You make efforts to have successful meetings. But you need more efforts. The good news is that you have room to grow! Get clear about what your group can do to make improvements, and follow through. There is hope if you work hard. Don’t be discouraged; develop a growth plan.

74- 100 points. You run good, productive meetings. Fine-tuning will allow you to run *great* meetings. Develop a growth plan to reach the next level of success.

101- 111 points. Congratulations - you are exemplary! Invite others to your group to see what a well-oiled meeting looks like, that has clear direction, gets things accomplished, and has a great time in the process. Keep being intentional about how you run your group, and consider training others. To maintain greatness, fine tune as necessary.

GROWTH PLAN

Successful and productive meetings don’t happen by accident. Good intentions are not enough. These questions identify strengths and areas for growth, as each are a suggestion for productive and effective meetings. For any area that you scored less than three (3), there is room for growth. Identifying concrete and specific goals that will help your board to run successful, productive, and inspiring meetings.

Your action plan for growth:
