



ENGLAND  
HOCKEY

# Top Tips for Getting through an Agenda

Meetings that last on for hours, or where decisions are not made, leave attendees feeling irritated and demotivated. Having an agenda for your meeting will reduce time wasting, allow people to preparation for the meeting, encourages participation and keeps the meeting on track.

Some Top Tips to keep the meeting flowing and people engaged include:

- Circulating the agenda at least a week in advance to give people time to prepare for the meeting.
- Keep meetings to 90 minutes maximum – and stick to it!
- Set ground rules for your meetings.
- Have a clear action focused agenda with timings for guidance.
- Consider including 'set' agenda items for each meeting like Treasurers Report.
- Make sure you keep an eye on the time and move items on if necessary.
- Assume people have read all reports / minutes that have been circulated.
- Briefly introduce each agenda item (or get someone else to).
- Never assume people know what you are talking about. Take time to go over the issues and explain why you are discussing them.
- Stick to the agenda item under discussion. If people try to raise other issues, acknowledge them and be disciplined, e.g. "That's an important point which we can come back to later...."
- Stop private conversations and asides as soon as they start.
- Tell the meeting what decisions you are making and why e.g. 'I'm going to give this discussion another 5 minutes and then draw it to a close.'
- Wrap up and outline the actions, who is responsible for specific actions and deadlines if applicable.
- Best practice suggests that there should be no 'Any Other Business' (AOB) to retain focus on key outcomes. You could ask for any AOB items to be raised prior to the meeting so they are added to the agenda.

## Template - Agenda

### Name of Organisation & Logo

### XXX Meeting

**Date**  
**Start & finish time**

**Venue**

Meeting preparation:      Instructions for participants, if applicable.

### AGENDA

1. Apologies
2. Minutes of last meeting
3. Matters arising from the minutes (actions)
4. xxx
5. xxx
6. xxx
7. AOB (agreed in advance)
8. Date of next meetings & objective

Please confirm your attendance by contacting: XXX

