Attending and Chairing Meetings

## Chairing a meeting – Reflection

After chairing your next meeting, use this template to reflect on the following points:

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| **Name:** |  |
| **Title and date of meeting:** |  |
| **Did you prepare for the meeting beforehand?**   * If so, did it help? * If not, would you like to do so in the future? |  |
| **What do you think went well during the meeting?** |  |
| **Are there any elements that could have gone better? If so, how?** |  |
| **Did you do introductions at the start of the meeting?** |  |
| **Did you feel that everybody in the room had the opportunity to contribute?** |  |
| **Did you feel that your timekeeping was effective?**  **How conscious of timings were you during the meeting?** |  |
| **Have you had any thoughts about how to motivate your team to complete their actions between now and the next meeting?** |  |