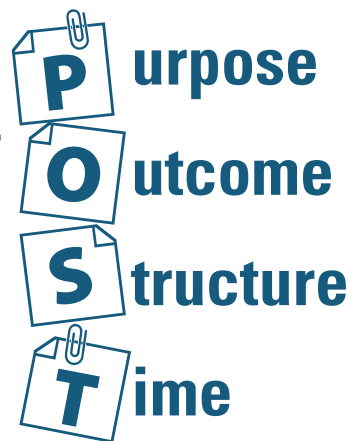


How to run effective team meetings

Meet regularly and start and finish on time



Set a consistent agenda



Invite contributions for the agenda from the team



Prioritise agenda items and park other items for future discussion



Encourage contribution from everyone



Share information



Keep a positive focus, encourage solutions



Include some learning and development



Invite guest speakers



Record actions and review at next meeting



Include staff wellbeing



Have fun and celebrate success

