

## **Use team meetings to increase motivation and commitment**

Most people come to work to do a good job and your team members want to be recognised for the effort and commitment they are putting in. Team meetings are a very effective tool for team building and development, if they are managed properly. However if mismanaged the team meeting can be disastrous for team development.

Structure your team meetings well and you will see the difference in your team's motivation and commitment through their attendance and contribution to the team meeting. High performing teams employ some common practices for their team meetings:

### **Plan team meetings well in advance:**

- Write an agenda and send it out beforehand – give staff notice of the meeting
- Make presentations relevant - blue sky thinking is important but your team needs the information to deliver results.
- Use team meetings as a form of continuous self-assessment – always review the ‘to do’ actions from previous team meetings and ensure all actions have been achieved.
- Acknowledge successes and work completed since last meeting
- Where there have been setbacks the team should be encouraged to debate them and learn from them
- Work together to generate ideas to ensure success next time
- Treat successes and failures as belonging to the whole team, not to any one member
- Ensure that every team meeting ends with a run-through of a documented set of actions, with owners, and make a review of previous actions a standing agenda point for future meetings.