# EVALUATING MEETINGS – REVIEW

Quick review – you can ask some of these on a regular basis and maybe all of them from time to time.

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| RATINGS:  1 = unsatisfactory, 2 = satisfactory, 3 = good, 4 = very good, 5 = excellent | Individual rating 1-5 | Group rating 1-5 |
| How well were we prepared for the meeting? |  |  |
| How well did we participate in the discussion and debate? |  |  |
| What balance did we achieve in focusing on the future? |  |  |
| How good was the questioning in adding value? |  |  |
| How respectful was the questioning and exploration of issues? i.e. Did we interact based on our organisational values? Did we allow dissension and disagreement and manage that based on our values? |  |  |
| How effective was the chair in leading the meeting and creating a positive, encouraging environment? |  |  |
| How well did we wear the correct ‘hat’? i.e. To what extent did we have the organisation’s best interests at heart, rather than our own? |  |  |
| Did we cover everything we needed to today? |  |  |
| How close were we to starting on time and finishing on time (if not before)? |  |  |
| How pleasant was the meeting? Was it a good environment?  Did we enjoy ourselves? |  |  |
| OVERALL RATING | /50 | /50 |