

# What really works in your project meetings

Attendees understand + appreciate  
trust in "me" is  
with right - or  
challenging diplomatically

A sense of humour  
what they are going to do  
Me telling everyone  
Playing Devils  
advocate

Leadership  
Totally agree  
G.B.F.

Threats  
But only ones  
you can back up.  
Celebrating success at milestones

Keep to agenda

Cutting off  
rambly  
discussions  
They shouldn't  
be there. BISCUITS

Honesty

Communicating well with people  
before the meeting

A CHAIRPERSON WHO  
CAN LEAD WELL

Participants  
respect each other

Participants who respect  
the chairman's decisions

CYNICISM  
(UK STYLE)

People know what  
they should have done.  
No blame, just action  
+ how to resolve issues  
ie. going forward not looking back

Blame is  
OK (as long  
as it's not  
too serious).  
It's not a nuclear  
sack them.

Only have meetings  
when necessary.  
Report by exception.  
Send action lists out  
pre-meeting + update for  
the meeting