

# *WEEKLY MEETINGS AND FOLLOW UP*



# WEEKLY MEETINGS

Weekly meetings are something that have a whole lot of pro's, but they have some con's as well. As with everything else, it all depends on how you see it, or in this case, how you plan it. When properly done, these weekly meetings are more good than bad. When not planned properly, they end up wasting not only yours, but everyone's time.



# *Positives of a Weekly Meeting*

The best thing about meetings is that, they bring everyone to the table. These days, many teams have virtual members. Since you won't bump into these people in the office, the pantry, or anywhere else, a recurring meeting ensures cohesion. Having a once-a-week meeting meant that decisions got made. If you need more than three people to make a decision, the only way to get that to happen is in a standing meeting. People are busy, each one has a million and one things to do, so the best way is to have a standard time, every week. So, everyone will have the chance to plan everything else around that.



Another positive about Meetings is that they ensure communication. Every team has items that must be discussed. Standing meetings ensure there's a time and place. If you have people working under you, will be familiar with the situation wherein you have staff approaching you at random times with questions about workflow and other issues.

These are moments when you are busy too, therefore you are forced to provide them only off-the-cuff answers. Or, another equally bad scenario wherein your employees didn't ask, because you were busy, which might cause different but still predictable problems. So, create something like a weekly staff lunch, where your employees can bring in their documents, and ask their queries, and you on the other hand, can respond in a more thoughtful and skilled manner because that will be your only responsibility at that time.

Another advantage is that they prevent disasters. When you have people working on multiple projects, they are never in one place, so this helps them focus on the job at hand. Without the regular deadline of a recurring meeting, there are chances of people forgetting things, because people are human after all.

# *Drawbacks of a Weekly Meeting*

If Weekly Meetings have upsides, they have their drawbacks, too. We sometimes have too many of them. When you have people working on multiple projects, and sit on multiple committees, their schedules become so cluttered with recurring meetings that there's no time to actually work. There are noted scenarios where employees have been booked for 100 hours of recurring meetings, when their schedule for a month is approximately 160 working hours. In these cases, any focused work or independent thinking must happen at night or during the weekends. Since recurring meetings don't have to earn a place on the calendar, there's little check on their proliferation.



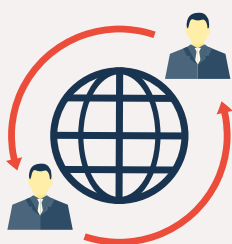
Another drawback for Weekly Meetings could be the possible opportunity cost. Meetings take time, but the problem isn't just the meeting itself. Sticking a 10 AM meeting into an otherwise clear morning means you employees won't start projects beforehand that require concentrated blocks of time. When people return from meetings, they go through a transition cycle of checking email, favourite websites, and peeking at social media and of course, discussing the meeting itself before heading to other social topics. In short, they are distracted. This time adds up, and this is the time that could have been spent on other tasks like finding new clients and pondering new efficiencies.

Finally, the question – Is it really necessary? The point of a recurring meeting is to generally check if everyone is still doing their job. But in high-functioning teams, this goes without saying. In the case of efficient teams, it will be unnecessary, because you will find that your employees show up and find there was nothing new to talk about. In such conditions, Weekly Meetings become a burden. They become 'that' thing that everyone is forced to do, and if you as a manager don't realize that, the result will be limp meetings, with people just waiting for it to get over. Something that just occupies yours and their schedule.

# *How to make them effective!*

When you are in a situation where it cannot be helped, and that you need to have Weekly Meetings, there are various things that you can do to ensure that they are useful. The main rule is that meetings have to start, move through a strict agenda, and once everything is covered, they have to end. It would be best if all participants are clear with what is expected of them, and that they are also clear about the goal.

Secondly, and equally important point is, these Meetings need to be short. They shouldn't occupy peak hours. While Monday morning is popular, it's not ideal. People are more focused toward the beginning of the week than the end of the week. Figuring out your weekly plan on Monday means you're not executing it on Monday. Since most people slack off by Friday, that means you've only got three full days to work with. Scheduling a weekly meeting for late Thursday or on Friday, though, means you can look ahead to the next week during times that are often lost anyway!



There are a lot of things you can do to make these Meetings fruitful and fun. These are some ideas from our side,

**Ban Electronics:** Unless absolutely necessary, make sure your employees bring in only Notepads. No Mobile Phones or Laptops should be the rule. When they are on their computers, their engagement level goes down. So, until they are reminded of something inevitable, they remain in the meeting. When it the former, the employees quietly leave the meeting.

**Give them Food:** A Hungry employee is an angry employee! Time your meetings with your weekly catered lunches. If you don't have one, try doing one! Good food and good conversation makes everybody happy, and that sets a positive tone for the meeting.

**Limited Topics:** Use these meetings to give important updates. Your weekly meeting is an ideal time to introduce new team members, talk about new partnerships, and give product updates.

**Appreciate:** 'Appreciations' are probably the most important part of any meeting. Take this time to also celebrate teammates who are doing a stellar job. This will egg them to continue the good job, and motivate the rest to up their game!

**Question Session:** This is a great time for your team members to clear all their queries. Brainstorm all issues, and come up with solutions that are more efficient. Encourage your team to ask hard questions, be it about the management, or the direction in





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