



MEETINGS

Skill Assessment

Create Amazing Meetings for All



CreatingEdge





Meetings Performance Skill Assessment – Scale of 1-5

1. I question every meeting I am asked to attend or organise. I always question, 'Do We Need the Meeting?' I limit attendance to critical meetings only.

| | | | | |
|----------------|----------------|---------|-------------------|-------------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Agree | Somewhat Agree | Neutral | Somewhat Disagree | Strongly Disagree |

Score:

2. I never hold a status update meeting – these are managed via technology on-line where teams can access all updates online & not meet as a group.

| | | | | |
|----------------|----------------|---------|-------------------|-------------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Agree | Somewhat Agree | Neutral | Somewhat Disagree | Strongly Disagree |

Score:

3. I always establish a meeting purpose, the objectives, planned outputs & the outcomes of the meeting as the 1st item in meeting planning. I align the agenda to the PO3.

| | | | | |
|----------------|----------------|---------|-------------------|-------------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Agree | Somewhat Agree | Neutral | Somewhat Disagree | Strongly Disagree |

Score:

4. Participants play an active role organising the agenda. I ensure what I need is addressed however the team establishes the agenda & own meeting outcomes.

| | | | | |
|----------------|----------------|---------|-------------------|-------------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Agree | Somewhat Agree | Neutral | Somewhat Disagree | Strongly Disagree |

Score:

5. I always visualize meetings & sessions in advance to plan how I should best execute each element of the meeting with my team to reach the right meeting outcome.

| | | | | |
|----------------|----------------|---------|-------------------|-------------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Agree | Somewhat Agree | Neutral | Somewhat Disagree | Strongly Disagree |

Score:

6. I recognise my staff & team in 100% of meetings. I individually acknowledge excellent contributions in the meeting & excellent efforts in between meetings.

| | | | | |
|----------------|----------------|---------|-------------------|-------------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Agree | Somewhat Agree | Neutral | Somewhat Disagree | Strongly Disagree |

Score:

Meetings Skill Assessment



7. I understand desks & tables are barriers & always seek new opportunities like talking circles, standing & walking presentations to increase team collaboration & interaction.

| 1 | 2 | 3 | 4 | 5 |
|----------------|----------------|---------|-------------------|-------------------|
| Strongly Agree | Somewhat Agree | Neutral | Somewhat Disagree | Strongly Disagree |

Score:

8. I treat the name of each meeting as one of the most important actions – I seek an energizing & inspiring name that invites participants to attend on name alone. I see the meeting name as an important tone setter for the meeting itself.

| 1 | 2 | 3 | 4 | 5 |
|----------------|----------------|---------|-------------------|-------------------|
| Strongly Agree | Somewhat Agree | Neutral | Somewhat Disagree | Strongly Disagree |

Score:

9. I have established a strong set of ground rules for physical & virtual meetings & all participants contribute to & follow the meeting ground rules.

| 1 | 2 | 3 | 4 | 5 |
|----------------|----------------|---------|-------------------|-------------------|
| Strongly Agree | Somewhat Agree | Neutral | Somewhat Disagree | Strongly Disagree |

Score:

10. I summarise every meeting with a feedback session – what was good in the meeting, what was difficult & what we should do differently – I always implement the feedback.

| 1 | 2 | 3 | 4 | 5 |
|----------------|----------------|---------|-------------------|-------------------|
| Strongly Agree | Somewhat Agree | Neutral | Somewhat Disagree | Strongly Disagree |

Score:

Result:

Add up your score from 10 key elements of meetings.

Total:

33-50 – This course will be perfect for you to re-establish the quality of the meetings you attend & lead with your team. Implementing the content of the course will significantly increase everyone's willingness to attend & actively participate in your meetings.

17-33 – You have a good basis for your meetings, but you can run them a lot better. This meeting course is loaded with tips & opportunities to take your meetings to the next level – you will find a host of options to change meeting culture with your team.

0-17 – Congratulations – you are in a rare group of people as far as meeting organisation is concerned. This course has an extraordinary number of tips & ideas to make even great meetings better. You may well find opportunities to reach a higher level in your meeting performance.