

◀ A VALUES GUIDE TO EFFECTIVE MEETINGS ▶

THINK	BEFORE	DURING	AFTER
SAFETY	<ul style="list-style-type: none"> Check the room and equipment are safe and appropriate. 	<ul style="list-style-type: none"> Start meeting with health & safety messages e.g. emergency exits, temperature, planned breaks etc. 	<ul style="list-style-type: none"> Leave the room and equipment as you would want to find it. Report any health & safety issues to the Facilities team.
INSPIRATION	<ul style="list-style-type: none"> Help attendees prepare for the meeting and arrive with the right mind-set. 	<ul style="list-style-type: none"> Encourage everyone to contribute their ideas to the discussion. Develop and record the best ideas and solutions. 	<ul style="list-style-type: none"> Share good ideas with others on Crossrail who could benefit.
COLLABORATION	<ul style="list-style-type: none"> Make sure the right people will be in the room. 	<ul style="list-style-type: none"> Agree who will chair the meeting and take notes. Agree the issues for discussion and decision. Support and challenge each other effectively 	<ul style="list-style-type: none"> Circulate meetings notes promptly with actions and responsibilities clearly outlined.
INTEGRITY	<ul style="list-style-type: none"> Communicate a clear purpose and agenda. Prepare for the meeting e.g. by reviewing papers, following up on previous action. 	<ul style="list-style-type: none"> Make sure everyone understands the outcomes and what they have agreed to do. 	<ul style="list-style-type: none"> Ensure that agreed actions are followed up.
RESPECT	<ul style="list-style-type: none"> Give people time to prepare for meeting. Arrive punctually. 	<ul style="list-style-type: none"> Put mobile phones and tablets on silent. Allow people to speak (don't talk over people.) Respect all contributions and remember that different points of view are valid. Finish on time. 	<ul style="list-style-type: none"> Actively seek feedback from participants on how they felt the meeting went. Give appropriate feedback to any participants who did not display Crossrail values.