

## MEETING – THE BEGINNING OF AN ORGANISED GROUP WORK

According to Barsuskiene, Januleviciute-Ivaskeviciene, 2005, a meeting is one of the most effective aids of communication. “Meeting – the beginning of an organised group work and leading this meeting is an obligatory duty of a leader” (Goelman, 2008).

Employees do not want to participate in meetings where the issue that was discussed for an hour could have been solved in ten minutes in case of the appropriate preparation prior the meeting.



Barsuskiene, Januleviciute-Ivaskeviciene, 2005 suggest leaders to answer the following questions in order to organise an effective meeting:

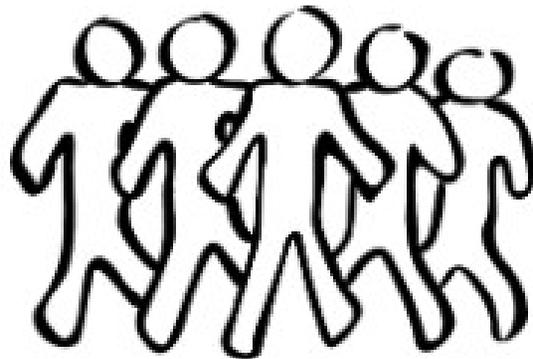
- **Is the meeting needed?** If there is a possibility to avoid the meeting, then you should choose the other answer – there will be no meeting, solve the problem in other ways.
- **What is the aim of the meeting?** Aim of the meeting is to be discussed with members of the organising group. You must be sure they understand the aim of the meeting the same way as you do.
- **What is the role of those participating in the meeting?** Upon analysis of the participants as well as their number, pay attention that only those who are competent and who have something to say are to be invited.



- **When is the meeting organised?** It is important to select the date of the meeting that is easy to remember to all participants. One should try to avoid organising meetings prior festivities, because some obstacles might appear, affecting behaviour of participants.
- **Where the meeting is to be organised?** The meeting premises should be easily accessible, well lighted, should have all aids of communication available, should be of an appropriate area.
- **Who will lead the meeting?** In Lithuanian organisations leaders often lead meeting by themselves, though it shouldn't be done as their authority may affect participants of the meeting and they may be afraid to express their thoughts freely.



- **Preparation of the meeting schedule:** the first question to be discussed should be a brief review of all the meeting, questions should be classified according to their importance. One meeting should not include too many issues to discuss. If the schedule of the meeting is tense and long, give priority to some questions. Each participant must receive the schedule prior the meeting.
- **Duration of the meeting:** effective meetings should not exceed the time limit of 1,5 hour.



- Effective meeting moderation: meeting is to be started on time even if someone is late.

Speakers often do not follow the regulation and the leader should be precise and control the duration of speeches.

The meeting is to be finalised on time.

Time should not be wasted for unimportant issues.

Participants should be calmed down in case the dispute starts. Those who are shy should be encouraged to speak.

No one should speak longer than planned.

It is important to thank the participants for their activeness and participation.



When a meeting is well organised, its participants are satisfied and they satisfy not only the need for communicating, but also have a possibility to express the idea and therefore realise the need for self-expression.

According to Goelman, 2008, when people gather for a mutual work – plan how to implement a task or produce – they are united by the intellect coefficient (IQ), i.e. the totality of skills and competences of all meeting members.



Quality of the task implementation depends upon the general group IQ, but the most important factor or the group intellect is the emotional intellect – harmonious communication, cooperation.

A group that is unable to cooperate / communicate shall hardly attain appropriate results. Barsuskiene, Januleviciute-Ivaskeviciene, 2005 pay attention that the groups with a high activity effectiveness, a called teams. And features of the effective team are: appropriate team leading, enthusiasm of members, mutual trust, effective problem solving, sharing information inside the group, support between members upon making difficult decisions and help in cases of failures, clear aims of the team and concrete roles.

