*additional tools available in*
**Leading Great Meetings**



# Productive Meeting Evaluation

## Structuring Constructive Feedback

### What Is It?

Many meetings end with some form of evaluation. Taking 5 minutes at the end of a meeting for a well-structured review can improve future meetings and build shared ownership of ongoing meeting success. It can be a productive discussion about what is working and what can be better in the meetings you hold together.

### Why Use It?

A meeting evaluation can provide a balanced review of both the strengths and areas for improvement. It helps to reinforce shared responsibility for the success of this and future meetings. It should not be a "report card" on the leader.

### How to Apply **Productive Meeting Evaluation**

First make sure you leave 5 minutes at the end of the meeting to conduct this evaluation … after you have completed any planning of next steps.

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Begin this final reflection on your meeting by reminding everyone of the intended task(s) for this meeting. This provides some context for the feedback. Explain that you'd like to get everyone's views on how it went.

Next, list numbers from 10 to 1 down the left side of a piece of flip chart paper or a white board. Explain that a "10" represents complete satisfaction with the meeting while a "1" means total dissatisfaction.

Ask all to reflect on the rating they would personally give to this meeting. After a minute (or less), continue and ask for a show of hands asking:

> ***"Raise your hand if you gave us a '10'."***

Then continue with the other numbers until all have indicated his/her rating. Tally the results as you go adding hash marks by each number to show the distribution of ratings.

Note: You are not asking who made any specific rating. If someone chooses to emphasize that s/he was the one who gave the low rating, that's fine, but not necessary.

When all the scores are recorded, ask participants to interpret the results. Ask,

> ***"What did we do well, that led to the higher scores?"***

Listen to the replies, recording the comments on the flip. Then ask,

> ***"What about the lower scores, what could we do better?"***

Again, summarize the replies on the flip.

## Related Tools and Information

**Visible Note Taking** is helpful so all can see their points have been noted and the group as a whole can see the results of the evaluation. See ***Leading Great Meetings*** for more information.

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