

# Co-operantics

## Co-operative skills for everyone

### EVALUATING YOUR MEETINGS

To help you improve your meetings, you might want to evaluate the way in which meetings are prepared for and held. Try getting everyone to fill in this form once every 3 or 6 months, right after the meeting, then use the information you have gathered to identify what things you are getting right, and how meetings could be improved.

**Use the form below to make a personal evaluation of the meeting you've just taken part in. Under each heading, think how you feel about each aspect of the meeting, indicating your feelings on a range of 1 - 6.**

INTEREST The meeting was interesting	1   2   3   4   5   6	The meeting was boring
UNDERSTANDING I understood everything that was said	1   2   3   4   5   6	I understood very little
CONTRIBUTION Everyone listened to what I had to say	1   2   3   4   5   6	I felt no-one listened to what I had to say
PREPARATION The meeting was well prepared for	1   2   3   4   5   6	The meeting was badly prepared
HONESTY I found it easy to trust others	1   2   3   4   5   6	I found it hard to trust others
PROCESS I was satisfied with the way decisions were reached	1   2   3   4   5   6	I was unhappy with the way decisions were reached
TASKS I was satisfied with what we achieved in the meeting	1   2   3   4   5   6	I felt that little was achieved during this meeting
Date of meeting:		