

Reviewing your Skill as a Meeting Participant

1 = Never; 2 = Occasionally; 3 = Frequently; 4 = Always

| Mark the option that is closest to your current experience. | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| 1. I am well-prepared for the meetings I attend. | | | | |
| 2. I know my objectives before I attend a meeting. | | | | |
| 3. I closely review the minutes of the previous meeting. | | | | |
| 4. My body language suggests self-confidence. | | | | |
| 5. I dress appropriately for each meeting I attend. | | | | |
| 6. I listen carefully to what other people are saying at a meeting. | | | | |
| 7. I allow speakers to finish making their point before I speak. | | | | |
| 8. I am confident when making a point or stating my views. | | | | |
| 9. I am able to concede when I am wrong or there is a better idea. | | | | |
| 10. I can control the tone of my voice when I feel nervous or angry. | | | | |
| 11. I behave professionally at meetings and am a good example to others. | | | | |
| 12. Through my participation, I 'add-value' to the discussion and decisions of the meeting. | | | | |
| 13. I share a common purpose with the other participants at the meeting. | | | | |
| 14. I follow-up, complete my action and report back to the Chair/meeting. | | | | |
| 15. I am positive about the meeting group to outsiders and abide by its decisions. | | | | |

Now add up your score.

- 15 - 30 Your skills as a Participant need all-round attention. Rethink the meetings you attend and your approach and take action to improve.
- 31 – 45 You perform reasonably well as a Participant but certain skill areas need further development.
- 46 – 60 You perform well in meetings. But do not become complacent. Continue to prepare well and be a good example to others.

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