Avanti | Academy

AVANTI ACADEMY IN PRACTICE

Meetings That Matter

Running and chairing meetings in practice

Workbook

Dr Jonathan Huish & Dr Amanda Milliner

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How to use this workbook

Each part of Meetings That Matter includes a short Try it activity. When the narration invites you to pause, turn to the matching sheet here and take ten minutes or so to work through it for your own role. There are no right answers. The point is to leave with something you will actually do. Keep your completed sheets: they make a useful record for supervision, appraisal or your personal development plan.

Part 1 · Before and In the Room

Redesigning my next meeting

Take the agenda for a meeting you run soon. Write one sentence on what it must produce, label each item, plan an opening question for the items that matter, note who you need to hear from, and decide how you will name the decision rule and read back decisions.

This meeting must produce:
Each item, labelled decision, discussion, assurance or noting, and what moves or goes
My opening question for the item that matters most
Who I need to hear from, and who is new or joining remotely
The decision rule I will name, and how I will read back decisions and actions

To reflect on: *Think of a regular meeting you run. If you labelled every item as decision, discussion, assurance or noting, what would you keep, move or drop?*

Reviewing a meeting I chaired

Pick a recent meeting you chaired or attended. Map who spoke and who did not, name what was going on beneath the agenda, sort which items needed people live and which could have been written, and check the action log for owners, dates and anything marked ongoing.

Who spoke most, least and not at all, in the room and on screen
The undercurrent: what the meeting was really about, and what went unsaid
Items that could have been written and read beforehand
Actions with no clear owner, date or picture of done
What I will say differently next time

To reflect on: *In the last meeting you chaired, whose voice was missing, and what might they have said if you had asked?*

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