

Change Management Consulting, Inc. (CMC)

Meeting Effectiveness Critique

Directions: There are two sets of words for each meeting attribute. The first set describes the “negative” (1-2 rating), and the second set depicts the “positive” (4-5 rating). Circle a number (from 1 to 5) to indicate your estimation of the effectiveness of each meeting attribute that applies to your meeting.

Scale: **Ineffective/Poor — 1 2 3 4 5 — Effective/Excellent**

Meeting Attributes:

1. Climate:	Indifference, boredom;	Involvement, interest	1	2	3	4	5
2. Discussion:	Unbalanced, irrelevant;	Inclusive, relevant	1	2	3	4	5
3. Goals:	Unclear, conflicting;	Understood, accepted	1	2	3	4	5
4. Listening:	Ideas ignored;	Ideas explored	1	2	3	4	5
5. Disagreement:	Suppresses conflict;	Acceptance of conflict	1	2	3	4	5
6. Consensus:	Little discussion;	Meaningful discussion	1	2	3	4	5
7. Criticism:	Personal attacks;	Non-threatening	1	2	3	4	5
8. Candor:	Hidden feelings;	Expression of feelings	1	2	3	4	5
9. Action Plan:	Lack of commitment;	Accepted assignments	1	2	3	4	5
10. Leadership:	Autocratic, arbitrary;	Democratic, thoughtful	1	2	3	4	5
11. Talk Freedom:	Inhibited & limited;	Open and trusting	1	2	3	4	5
12. Assignments:	No documented tasks;	Assignments documented	1	2	3	4	5

Note: Circled items in the 1-2 area may require immediate attention to improve meeting effectiveness.