

## Resource 23: Effective chairing checklist (2)

Dear .....

Thank you for helping me with this self-evaluation exercise. It is confidential to the two of us.  
Please carry it out unobtrusively and share your findings with me when we meet at:

| Aspect of meeting                         | What was helpful? | How could it have been improved? |
|---|-------------------|----------------------------------|
| The agenda                                |                   |                                  |
| The venue                                 |                   |                                  |
| The use of time                           |                   |                                  |
| Briefing papers                           |                   |                                  |
| Establishment of climate                  |                   |                                  |
| Knowledge and understanding of the issues |                   |                                  |
| Management of discussion                  |                   |                                  |
| Breadth of consultation                   |                   |                                  |
| Involvement of members                    |                   |                                  |
| Decisions reached                         |                   |                                  |
| Actions agreed                            |                   |                                  |
| Minutes                                   |                   |                                  |
| Overall value and impact of meeting       |                   |                                  |
| Your own sense of being involved          |                   |                                  |
| Your own sense of being valued            |                   |                                  |
| Other:                                    |                   |                                  |