

# Meetings (and what they say about your leadership)

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# Declaration for Rafik Bedair

I have no financial interests or relationships to disclose with regard to the subject matter of this presentation.





# It's easy to hate meetings!





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08:00		Keep free Rafil			No meetings		**Must Attend** - My Next Patient - CFM	drop-	No meetir			
09:00	Informal Exec T Exec Meeting	ēam	Travel to Bury Town Hall Knowsley Street BL9 0ST		Clinical Effectiv	Rafik and Dan catch up befor veness Group 4	Rafik and Paul 1:1 O Microsoft Teams Meeting	off Senio r Leade	meetii	Rafik Bedair	Jonatł	
10:00			Bury Council Joint Executive Team/NCA Exec Team		<ul> <li>Microsoft Teams Meeting</li> <li>KEEP FREE</li> <li>Medical Agenc Rafik and Vick</li> <li>KEEP FREE</li> </ul>		CLM Programme Board Exec Meeting Room, Third F	r Enga				
11:00	KEEP FREE Cost Improvement I		meeting ● 6KP, Boardroom 4th Floor (€					geme nt 2024 (Medical Agency Meeti © Roo				
12:00			Go to Fairfield		Rafik and Craig Monthly 1:1			Weekly	CLM P	Jen an	d Rafik	
13:00	QIA Panel Weekly		Further FasterMeet : Rafik and Owen 1:1		<ul> <li>Microsoft Teams Meeting; o</li> <li>Monthly catch up Sannah Ali re</li> </ul>		Rafik and Kamran catch up	Protected time/strict				
14:00	Jude, Heather, Rafik, Lindsey & Emma Re : Frailty strategy		No meetings		GJLNC Management side pre-meet		Microsoft Teams Meeting	meetings - please do not book meetings in				
14:00	Senior Leader Engagement		Rafik Bedair and Bethan Powell - Coffee and Catch up				Major Trauma Steering Group <ul> <li>Microsoft Teams Meeting</li> </ul>	Read Learning from Deaths I				
15:00	<ul><li>2024</li><li>Frank Rifkin</li></ul>		GIRFT Theatres review visit - Initial Feedback Medical \		GJLNC Meeting Q Lecture Theatre 1, 1st floor I		RAFIK CLM Q&A IS IN SEMINA	Meeting Elliot Armstrong re Me				
16:00							CLM Q and A - Salford Microsoft Teams Meeting	Meet : Rafik, Dan and Owen O Mina's office, Oldham				
17:00		Weekly Medical Direct	Chairs M Further Faster	Gynaeco Igy Issues	GM EMD MT catch up =			No meetings CARE				
18:00			O II IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	RQR	Meeting Microsoft Te					Strictly meetin travelli	gs -	APPRECIATE INSPIRE



# Pause... Think

- Do you need a meeting?
- What is the meeting for?
- Where does the meeting sit (yes- it's about governance)?





- Meetings- a means, not an end
- Respect your team's time:
  - Don't have a meeting if it's not needed





### The basics

- Agenda
- Papers
- Actions
- Support or Admin





# In-person vs Virtual





# Meetings as part of workflow

- Clear on:
  - What's it for?
  - Why do I need to be there?
  - How do I prepare?
  - What's next?
  - What value does it add?





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- Respect your team's time:
  - Don't have a meeting if it's not needed
  - Prepare & follow-up





# The softer side...

- Chairing skills
- Inclusion
- Conflict





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- Respect your team's time:
  - Don't have a meeting if it's not needed
  - Prepare & follow-up
- Facilitation is an art





# Meetings Reflect Leadership

- Your meetings say a lot about your leadership.
- Preparation shows you value your team's time.
- Facilitation reflects your emotional intelligence and ability to create an inclusive space.
- Follow-through demonstrates your accountability and reliability.
- Great leaders don't just run meetings—they inspire trust through the way they approach them. And trust, as we know, is the foundation of effective leadership."





- Meetings- a means, not an end
- Respect your team's time:
  - Don't have a meeting if it's not needed
  - Prepare & follow-up
- Facilitation is key
- Build trust





# Summary

"Leadership isn't about controlling the room; it's about empowering the team to achieve more together. Your meetings are your canvas—use them to paint a picture of the leader you aspire to be."





# Thank you- and over to you!

