

Walking Meetings

What is a walking meeting?

A walking meeting is quite simply that. A meeting that is held outside involving an element of walking for part or all of the meeting duration.

Why would you want to set up a walking meeting?

- Staff will be energised and more alert
- Being outside and increasing physical activity can encourage creativity and simulate the brain
- Reduce pressure on meeting room resources
- Exercise and time outdoors improve mental wellbeing
- Walking and talking can put people at ease and improve morale

How to do I run a walking meeting?

It is important you plan your walking meeting following these simple steps.

- Make sure that your attendees know that they are attending a walking meeting. Encourage them to wear comfortable shoes and appropriate clothing.
- Check the weather before you head out. Do you need to take an umbrella should there be rain or water if it is hot?
- Consider recording the meeting – or key action points. To do this you can use a Dictaphone or download an app for a smart phone that can be plugged in to a computer to produce documentation for the meeting.
- 1-2-1 meeting often work best.
- Walking meetings in groups will allow more discussion to take place – plan stops on route to allow feedback and ensure that the discussions remain on track of the agenda.
- Your meeting doesn't have to solely be walking – you may like to start with a 30 minute walk followed by 30 minutes of a more conventional meeting, or plan a number of stops within your walking route to make notes.

When is the best time to run a walking meeting?

Walking meetings can be held at any time. However, they are particularly beneficial at the start of the day to encourage creativity and positivity in the day ahead and in the afternoon to re-energise staff.

Where can I walk?

TP+ has developed a number of walking routes to encourage you to try holding a walking meeting. All of the routes are circular and around the TP+ area and can be found on <http://www.travelplanplus.org.uk/services/walking.html>

Let us know your thoughts

TP+ are keen to hear about your experiences to help improve the service we provide. Please complete the short feedback survey at www.smartsurvey.co.uk/s/WalkingMeeting

