

Productive Meetings and Workshops

It is important within business to use time effectively; this is especially true whilst conducting meetings. They need to be planned, prepared and run in a productive manner so that both the participants and the organisation gain from the time spent attending. Meetings are vital for management and communication, properly run meetings save time, increase motivation, productivity, and solve problems. It has been proven that meetings are one of the most effective communication tools.

If you run meetings effectively and they will repay the cost many times over. However they need to be done properly, badly run meetings waste time, money, resources, and are worse than having no meetings at all. This workshop is designed to enable you to maximise the performance of your meetings. It will equip you with the necessary knowledge, skills, techniques and behaviours to be truly effective in running a meeting.

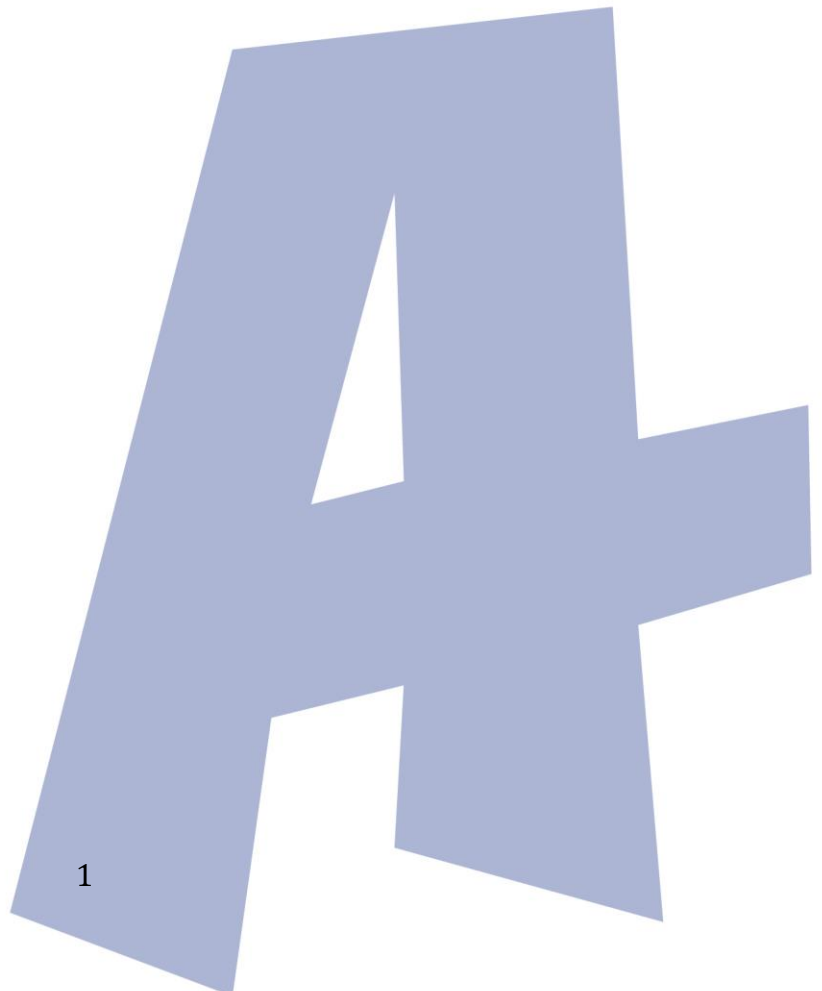
Who will the course benefit?

Anyone who has to prepare, conduct or participate in meetings.

Course Objectives:

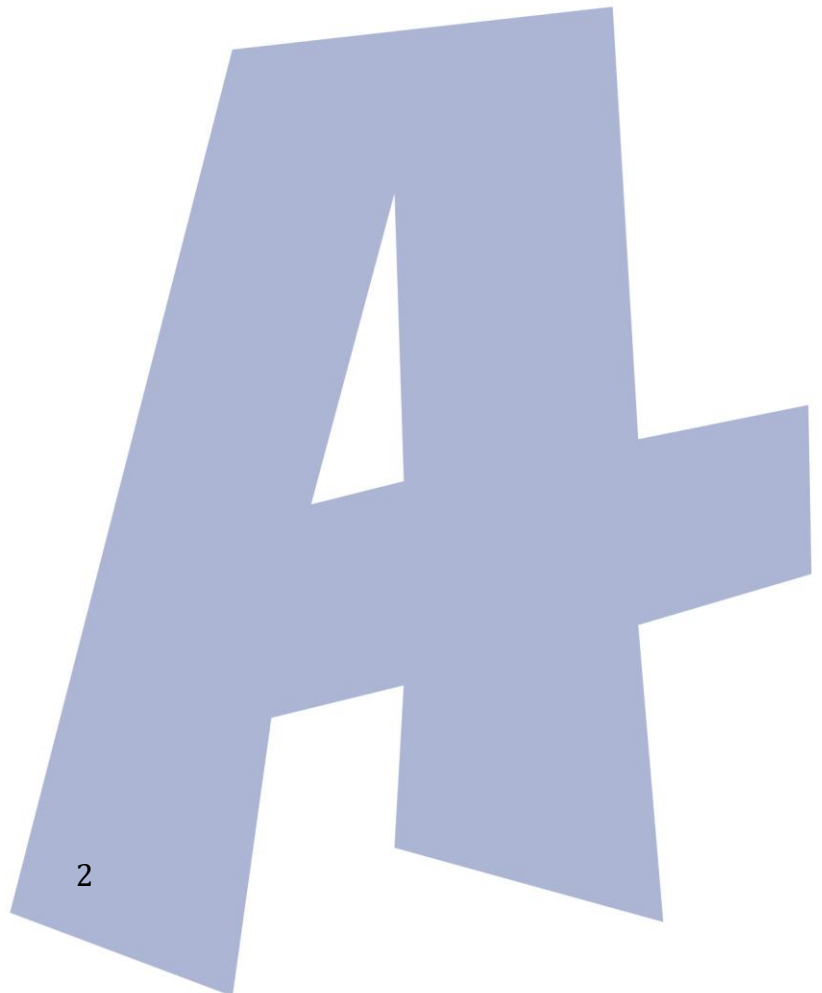
To provide the skills and techniques to run meetings effectively.

Course Duration: 1 day



This course will enable delegates to:

- Apply an approach process to the planning and preparation
- Create an agenda
- Conduct and control of meetings
- Increase their levels of confidence
- Apply and use a range of tools and techniques applicable to different situations
- Be able analyse and handle different behaviour during a facilitation
- Record group contributions for a purpose.
- Manage time effectively



Course Contents

Types of Meeting and Preparation

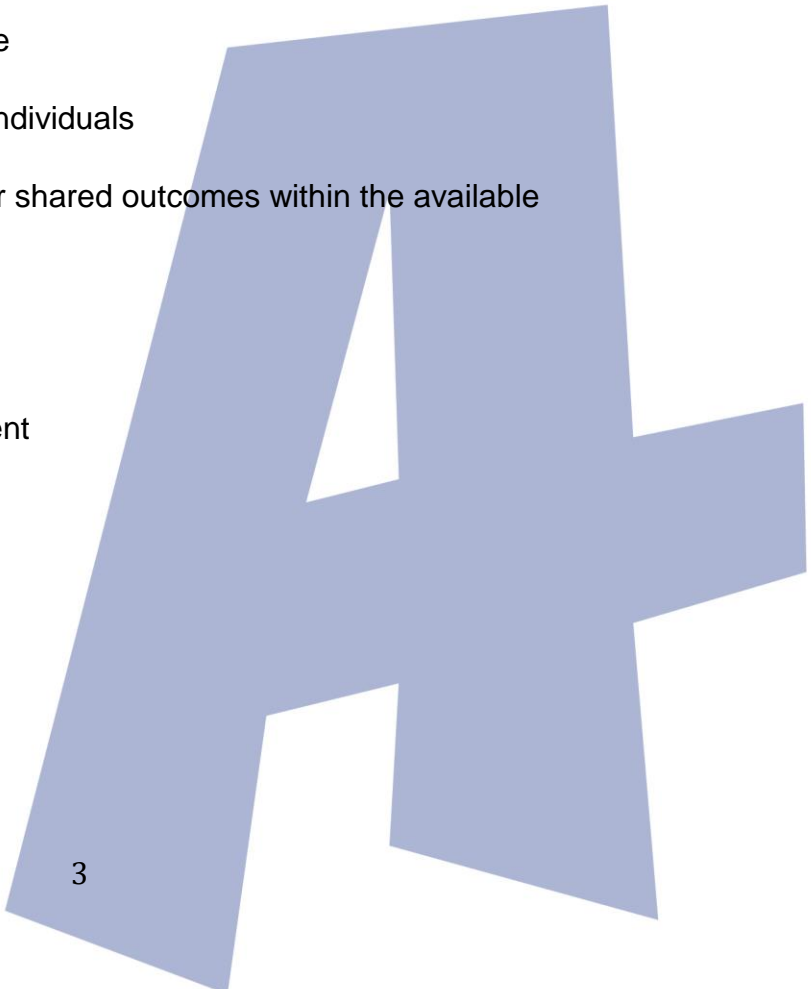
- Types and reasons
- What makes an effective meeting
- Meeting stages
- Preplanning and information gathering
- Clarifying terms of reference
- Managing expectations
- Defining the participant roles
- Preparing participants
- Planning
- Timing and methods
- Agreeing style and tone
- Feedback

Creating an Agenda

- Structure and identification of agenda items
- Roles and responsibilities

Conduct and Control of Meetings

- Opening and setting the tone
- Beginning
- Managing the process and individuals
- Closing and ending
- Ability to develop and deliver shared outcomes within the available resource.
- Behaviour categories
- Understanding behaviour
- Dealing with individuals
- Personal needs
- Control and time management
- Summary and action points
- Review



Getting the Most from Groups and Individuals

- Effective team working
- Individual styles
- Consulting techniques
- Contracting
- Group sizes
- Styles and Methods
- Dealing with negative contributions.
- Handling conflict

Practical Session

- Delegates will plan and create an agenda and conduct a meeting.

