

Making Meetings Effective - 1 Day Workshop

This workshop is designed to raise awareness of tools and techniques to assist a meeting to achieve its objectives in a timely manner. Many of us spend a large amount of our working day at meetings sharing information, solving problems and making decisions. Too many meetings, however, are poorly planned, poorly managed, experienced as a waste of time or fail to satisfy objectives. This workshop is designed to overcome these problems to enable participants to practise the effective skills of chairing and participating in shorter, more productive meetings.

Content

Types of Meetings

- What is the purpose of the meeting?
- Is a meeting necessary?

Pre-meeting planning

- Writing an agenda
- Who to invite?
- Roles and Responsibilities of the chair and participants

Structuring a Meeting

- Having a clear purpose
- Setting the ground rules
- Managing the agenda
- Summarising and closing the meeting
- Tools to keep interest and momentum

The Attendees

- Controlling the meeting
- Types of attendees
- Behaviour at meetings

Having a go

- Delegates run short meetings using tools discussed during the day

Action Plan

- What will I do differently at meetings in the future?

