Chairing meetings - 1 day

Overview

Meetings are a vital part of today's business environment. Successful meetings provide an essential forum for planning, debate, sharing information and decision-making. A carefully prepared and well managed meeting can save valuable time and enable a business to meet its objectives. This training course is designed to give participants guidelines on how to prepare for and structure meetings to ensure successful outcomes. It is also designed to enable participants to learn and practice the effective skills of chairing and participating in shorter and more productive meetings.

Objectives

- Learn how to prepare for a meeting so that participants are clear about their role and what is to be achieved.
- Acquire a range of interpersonal skills to keep control of the meeting and disarm disruptive participants.
- Ensure that each agenda item is introduced and dealt with effectively.
- Structure discussions to build group consensus and gain a clear decision on each specific agenda item.
- Identify what can go wrong in meetings and know what action to take to ensure participants keep focused on the task.
- Encourage appropriate participation and eliminate time wasting.

Who should attend:

All professional staff required to run and/or participate in meetings. This workshop will be especially useful for those who want to ensure full participation and commitment from everyone present whilst reducing the length of the meeting.

Course Topics

Fundamentals of conducting meetings
- The purpose of meetings
- Planning meetings
- Creating an effective objective
- Scheduling a meeting
- Documenting meetings
- Participating in meetings
- Managing the flow of a meeting
- Motivating a productive discussion
- Keeping a conversation focused
- Closing meetings
- Evaluating a meeting's effectiveness
- Taking agreed-upon action

Managing meetings
- Meeting leaders
- Decisions and ideas
- Steps for making decisions
- Generating an option
- Identifying the best option
- Implementing an option
- Exploring "Groupthink"

Communicating as meeting leaders
- Communicating clearly
- Communicating assertively
- Enhancing relationships with participants
- Dealing with challenging participants
- Nonverbal communication
- Improving listening skills
- Barriers to listening effectively
- Asking effective questions
- Types of questions