

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 ½ day workshop is designed to provide guidance on how to prepare for and structure meetings to ensure successful outcomes.

Objectives

- Learn how to prepare for a meeting so that participants are clear about their role and what is to be achieved.
- Ensure that each agenda item is introduced and dealt with effectively.
- Manage 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 is best suited to this workshop?

This workshop will be especially useful for those who spend a lot of time in meetings or those who occasionally run meetings and want to get the best out of the meeting and most efficient use of their time.

Course Topics

As this is an intense course the details of the content may vary depending on the needs and desired objectives of the participants, but would include the following

Fundamentals of conducting meetings

- Planning meetings
- 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