

Effective Meetings

...preparing and conducting effective meetings

Meetings are a feature of modern organisations. Many people complain they spend too much time in meetings and often query the value of some meetings. To reduce unnecessary time spent in meetings and make the best use of necessary meeting time managers need to learn how to plan and conduct meetings effectively.

This one day course will equip participants with the skills, tools and techniques needed to plan and prepare as well as conduct meetings in an efficient and time saving manner.

The course blends trainer input with group exercises and personal action planning to aid digestion and retention of the content. An accompanying practical toolkit supports application in the workplace.

Content

- What makes meetings effective
- Increasing meeting effectiveness and efficiency
- Managing groups
- Wrap up and action planning

Features

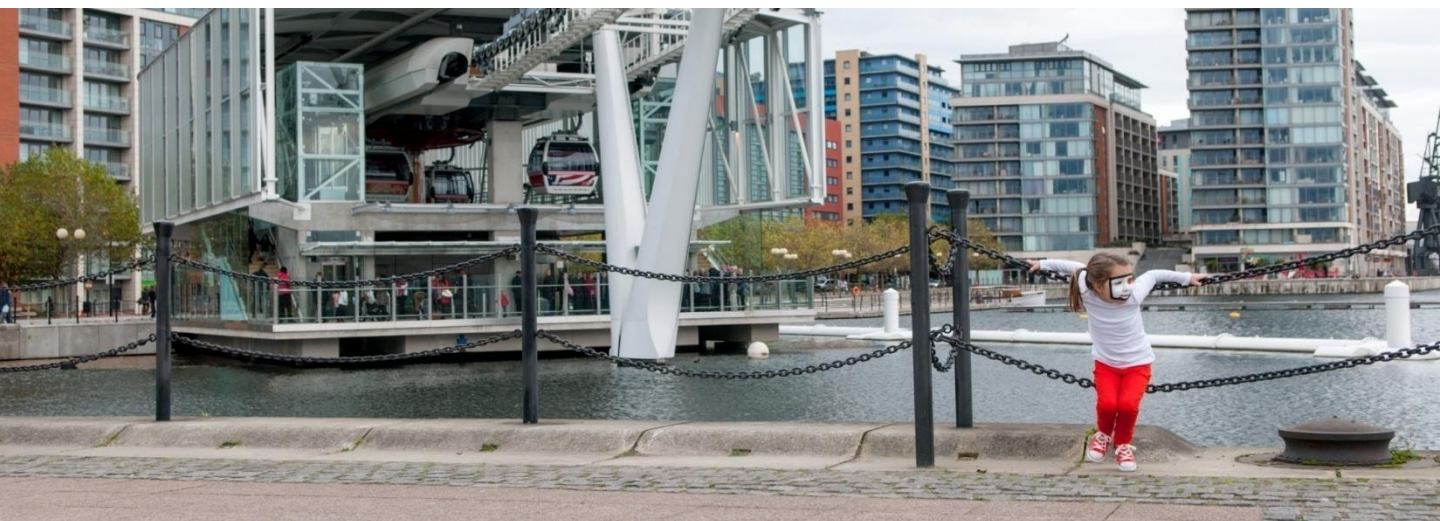
- Step-by-step guide to planning effective meetings
- 6 group techniques for increasing participation, creativity and aid decision making
- Tools, techniques and checklists for use in the workplace
- Practical guide to chairing effective and efficient meetings

“This course has taught me to establish structure in meetings to be more effective with time and benefits. It has helped to re-emphasise the importance of good meetings.”

Nicki Fyfe  **BRITISH SUGAR**

An AB Sugar Company

Duration: One day course





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The day is structured around short inputs from the trainer, interspersed with group exercises to explore participants' experiences and the application of the skills, tools and techniques covered. Participants finish the day by establishing a personal action plan detailing how they will apply the principles covered in the workplace.

One Day

1. What makes meetings effective

- Common problems
- What to do beforehand
- What to do during the meeting
- What to do afterwards

2. Increasing meeting effectiveness and efficiency

- Planning an effective meeting
- Agreeing the objective
- Setting the agenda
- Planning templates and checklists
- Conducting effective meetings
- Role and responsibilities of the Chair
- Following up

3. Managing groups

- Understanding groups
- Group behaviours
- Group techniques
- Dealing with situations

4. Wrap up and action planning

- Recap of the day
- Action planning

