

Conducting Effective Meetings

For those who chair/conduct meetings, as well as those who want to derive more benefit from the meetings they attend | **1 day***

*Can also be half a day if necessary

Participants will be able to effectively prepare for, and chair meetings; encourage participation; resolve conflict; achieve appropriate outcomes; and follow-through.

Objectives

On completion of the training, participants will be able to:

- decide whether a particular meeting is necessary, given its objective
- effectively plan ahead to enhance the meeting's likelihood of success
- encourage full meeting participation and sound decision-making
- ensure meetings stay on track and achieve their objectives
- deal effectively with conflict and difficult situations
- ensure proper recording of decisions/outcomes
- monitor/ensure follow-through of actions

Key Content

- When to Hold Meetings
- Hallmarks of Effective Meetings
- Types of Meetings
- Case Studies
- Planning a Meeting
- Chairing a Meeting
- Making Decisions
- Handling Conflict in Meetings
- Recording and Following Through

Comments by Participants

- Achieved my objectives - tools identified to improve quality of meetings
- Given useful tools and checklist that will enhance my meetings
- Very useful. Clear manageable action plan.
- Practical ideas to improve role of chair and effectiveness of meetings
- Liked checklists to measure meetings and self by; sharing of ideas
- Helped me realise complexities and multi faceted nature of meetings
- Liked suggestions for planning, motivating & encouraging participation
- Best features: small groups, mock meeting, template role allocation
- Really liked the practical template; thinking and objectives for meeting
- Benefited from the role play and practical nature of the content