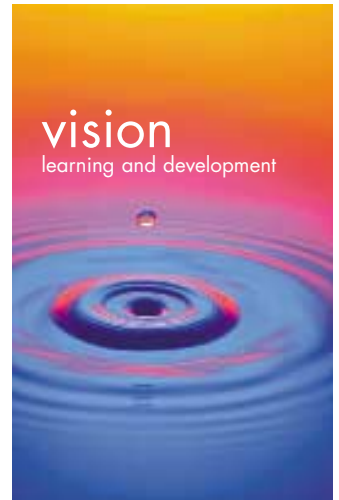


Effective Meeting Skills

How to Improve the Productivity of Meetings - as Chairperson or Participant – Two Day Workshop



Why Attend?

How is it that some meetings seem really focused and full of energy whilst others get off to a slow start and carry on in that manner? Have you ever wondered how to get the best out of everyone in meetings yet still ensure that you get full and honest views? You may have attended meetings in the past where it seemed difficult to gain any form of consensus and wondered what might be the best techniques to use in these circumstances. What are the best ways to inject a positive and constructive influence on meetings when they appear to be stalling?

Most people in business have never had any training in the skills of running meetings. Yet as people rise to management level positions their time in meetings significantly increases. The Meeting Success workshop will teach specific techniques that address the above issues. It will raise your skills level in Meeting Management to ensure greater success in all the meetings you chair or attend.

What Will You Learn?

Objectives: By the end of the workshop you will be able to:

- Effectively prepare for meetings giving appropriate consideration to structure and content
- Maintain the focus of a meeting to achieve desired results
- Gain maximum involvement from participants as a chairperson
- Be an effective contributor to meetings as a group member

Specifically you will learn:

- How to prepare for a meeting to ensure maximum chances of success
- How to structure meetings for different purposes
- How to start a meeting to ensure a positive and constructive climate
- How to lead a meeting and get the right balance between discussion and decision
- How to use techniques that enable a group to achieve consensus
- How to manage attendees that talk too much and those that don't talk enough
- How to keep a discussion going in a focused and timely manner
- How to respond to others' ideas and contributions
- How to challenge ideas and contributions without alienating the people who provide them
- How to listen to the content yet remain focused on leading the meeting
- How to summarise and note key points effectively
- How to make sure that action steps are recorded and get done
- How to bring a meeting to closure
- How to evaluate a meeting and continue developing meeting management skills

continued

How? How will the workshop run?

This is a highly participative day with a combination of inputs and demonstrations with plenty of opportunity for you to practise the skills. In advance of the training it will be helpful for you to consider your own learning objectives with regard to this topic.

What if? What will I be able to do once I have learned these skills?

After completion of this programme you will have a set of skills that will enable you to;- prepare and chair effective meetings within your teams or with clients, increase the productivity of meetings and therefore of your teams, develop a greater sense of team cohesiveness and co-operation through the development of your meeting management style, ...and more!