



“Company research consistently tells us that over 60% of time spent in meetings is wasted and non-productive. So how much is that costing *your* company each year?”

Running effective meetings is a powerful way to have a positive impact on the overall productivity of your departments, workgroups and project teams. Any group who meet together regularly will benefit from this one-day workshop as the enthusiasm and individual contribution in meetings improves and the overall time taken for meetings lessens.

Objectives:

On completion of this programme participants will be able to:

- Identify when and why to hold or attend a meeting - or not!
- Plan a highly effective meeting
- Manage meeting time frames
- Making minutes meaningful
- Create realistic, relevant and useful agenda
- Manage the individual attendees and contributors in meetings
- Use effective group control techniques
- Generate healthy meeting environments for maximum effectiveness

What will we cover?

- When & why to hold meetings, including who should / should not attend
- Clarifying meeting objectives – do we all really need to meet?
- Planning incl. timings, selecting agenda items & pre-communication
- **Exercise:** Creating a working template for future meetings
- Creating relevant and useful minutes, including follow up mechanisms
- Keeping control, including how to interrupt effectively
- Approaches and structures for different types of meetings such as;
 - *Project Meetings*
 - *Management Meetings*
 - *Problem Solving Meetings*
 - *Information Sharing Meetings*
 - *Sales Meetings*
 - *Team Meetings*
- Facilitating healthy discussion and reaching agreement
- Effective delegation of tasks arising
- Providing clarity & ensuring individuals are accountable

Course Duration: 1 Day

