



CONDUCTING EFFECTIVE MEETINGS

Outcomes:

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

Target Audience:

For employees who *conduct* meetings- (ideally maximum of 12 participants)

Duration:

One day (can also be half a day if necessary)

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*