

# Effective Meetings

## Introduction

There are good meetings and there are bad meetings. Bad meetings drone on forever, you never seem to get to the point, and you leave wondering why you were even present. Effective ones leave you energised and feeling that you've really accomplished something. This practical short workshop will help participants decide whether to hold a meeting, decide the format and the plan to make meetings more productive.

## Course Objectives

By the end of this course, participants will be able to:

- Decide whether to hold or attend a meeting
- Describe alternatives to meetings and describe their benefits and pitfalls
- Organise, run and participate in more effective meetings
- Identify ways in which their meetings can be improved
- Use proactive measures to put these improvements into place
- Prepare for a meeting in minimum time with maximum effect
- Explain the barriers to an effective meeting and plan to overcome them
- Make meetings shorter and more productive

## Content

A sample of what is covered includes:

- **Meeting experience**
  - Our experiences
  - What we love and hate
- **Good and bad reasons for having a meeting**
- **The perils of meetings**
- **How meetings can go wrong**
- **Do we need a meeting?**
  - What meetings can do, and what they can't
  - Alternatives to meeting
  - Merits and drawbacks
- **7 rules for effective meeting management**
- **Planning a meeting**
  - Do's and don'ts

- **Running the meeting**
- **The role of the facilitator**
  - How can facilitation add value to the meeting?
  - Nature and scope of the role
  - The differences between the facilitator and that of the chair in a meeting
  - Facilitation skills
  - Identifying your natural style
  - Techniques for facilitating groups towards problem solving and decision making
  - Facilitation methods
- **Meetings: The Human Element**
  - Starting on time
  - Dealing with lateness and interruptions
  - Tackling negative behaviours and promoting positive ones
  - Recognising barriers to an effective meeting
  - Verbal and non-verbal communications
  - Tips and techniques for running meetings
  - Controlling your meeting
- **Running unconventional meeting**
  - Web based
  - Skype
  - Telephone conferences
  - Anything else?

