

Making Meetings Work

Half Day



"I actually thought that it would be a little confusing during the same period of your life to be in one meeting when you're trying to make money, and then go to another meeting where you're giving it away."

Bill Gates
Chairman, Microsoft

This is a highly interactive, practical, fast-paced workshop. In addition to discussion and syndicate group exercises, delegates will be facilitating and participating in a series of 'meetings' throughout the workshop.

OBJECTIVES:

By the end of this workshop participants will be able to:

- Structure a meeting effectively
- Control the group, including 'difficult' people
- Facilitate and manage discussion and achieve the desired meeting outcomes

COURSE OUTLINE

● **Module one: Preparation and Planning**

- The golden rules of effective meetings
- Preparing for the meeting
- Creating and communicating your agenda
- Structuring the meeting
- Room layout

● **Module two: Facilitation Skills**

- Setting the scene
- Facilitating and managing discussion
- Encouraging participation
- Coming to a group decision

● **Module three: Controlling the group**

- Meeting behaviours
- Dealing with difficult people
- Decision making

● **Module four: Achieving the Desired Outcome**

- Enlisting willing co-operation of the group
- Agreeing and communicating action points
- Ending on a positive note
- Follow-up on agreed actions

● **Practice and review**

Headline