

Managing Meetings

The aim of this workshop is to provide individuals with the opportunity to practise and receive feedback on their ability to plan and participate in meetings. Many managers report that as much as 75% of their working day is spent in meetings and so therefore managing them well is a key skill. The workshop will focus on your influence and effect on other members of a meeting. It will help you to become more professional in your approach and increase your confidence in your own style and impact.

Course Objectives:

At the end of the course participants will be able to:

1. Plan a meeting effectively
2. Use a range of techniques for chairing a meeting
3. Outline how to make an effective contribution to a meeting
4. Choose appropriate interventions for preventing or handling problem behaviours at meetings.

Course Content:

- Assessing why some meetings fail to meet their objectives
- The stages of planning an effective meetings
- Preparing the agenda to ensure the best use of time
- Ways to record the outcomes of the meetings
- Identifying the role of the chairperson
- Exploring ways to chair a meeting to ensure that the balance between structure and participation is achieved
- Strategies for dealing with problem behaviours in meetings
- Methods for reviewing meetings