

Effective Meetings

Duration: 1 day

Many people dread having to attend meetings. When people complain about meetings being a 'waste of time' or 'boring' they are really complaining about the poor communication and lack of progress that takes place. This programme provides the skills required to organise and conduct structured meetings and record the decisions.

Who should attend this course?

Individuals who are responsible for holding/attending meetings and who will benefit from developing their management and communication skills

Course Objectives

Upon completion of this course participants will be able to:

- Plan a meeting effectively
- Decide on the appropriate participants and inform them of the purpose of the meeting
- Set an agenda
- Structure and control a meeting
- Summarise and record decisions and decisions in sequence
- Identify action points and assign participants to tasks
- Set time limits for items and finish a meeting on time

Course Outline

Meeting Preparation

- Setting SMART objectives
- Creating an agenda
- How to structure agenda items in order of importance
- Briefing minute takers and guest speakers

Leading a Meeting

- What makes a competent meeting leader
- Keeping a focus on the agenda
- What to do about time wasters
- Creating an atmosphere where all can participate

Roles and Responsibilities

- How to become an effective meeting leader
- Taking minutes effectively
- Your responsibilities as a participant
- Choosing the correct type of meeting

Action Point and Decision Making

- How to make clear decisions
- Summarising the key points of the meeting
- Getting commitment from all participants
- How to stop meetings drifting on