

Leading & Participating in Effective Meetings

Description of Course

Meetings do not always enjoy a particularly good reputation. In many organisations they are notorious timewasters and are often unproductive. The person leading the meeting can influence that reputation and ensure that meetings are productive and rewarding for the participants.

This course looks at how to both lead and participate effectively in meetings to ensure maximum productivity and satisfaction for all involved.

Course Objectives

By the end of this course delegates will be able to:

- Consider whether a meeting is always the most appropriate means of communication
- Provide focus for their meetings through the use of effective objectives and agendas
- Participate effectively in meetings using appropriate functional language in English.
- Control their meetings to ensure they are effective
- Ensure that agreed actions are assigned and recorded
- Close their meetings effectively

Duration of Course

1 day

Course Outline

To Meet or Not to Meet?

Participants discuss the alternatives to meetings and whether all meetings are necessary. We also look at who should attend meetings.

Meeting Objectives

We discuss why it is important to set objectives for a meeting and then conduct a short exercise to consider the characteristics of a good meeting.

Agendas

Participants consider their responsibilities in relation to meeting agendas and what makes an effective agenda.

Controlling the meeting

Delegates complete a short questionnaire where they consider their role in controlling the meeting function. They then go on to consider basic ground rules for the meetings they lead.

How to behave as an attendee

Here we look at attendee meeting ground rules and discuss the behaviours which undermine the effectiveness of the meeting and how to avoid them.

Making your point

A brief look at functional language and the most common phrases for making your point, agreeing/disagreeing, suggesting etc.

Agree Actions

Participants briefly discuss the role of the leader in ensuring positive action comes out of their meetings.

Meeting Notes

A brief look at the different types of meeting notes and who is responsible for them.

Closing Meetings

Participants are encouraged to end their meetings effectively and on a positive note.

Meeting Obstacles

Participants close by identifying and discussing how to handle the potential obstacles to them implementing the ideas discussed during the workshop.