



Effective Meeting Skills

ONE DAY INTERACTIVE WORKSHOP

"No one has the time or inclination to sit through ineffective, non-productive meetings. This workshop provided me with the core tools & structure to actually accomplish some-thing at my very next meeting".

Bio-Tech Industry Manager, New Jersey, USA

Description:

This workshop is designed to equip meeting leaders with the skills and knowledge necessary to run both effective and efficient meetings.

The workshop provides opportunity for participants to both analyze and practice core meeting management skills. Emphasis is placed on keeping meeting participants focused on agenda items and avoiding "off-track" and non-productive discussions.

Viewing meetings as an investment – the goal being to realize a "return" each time you meet is the core principle that is reinforced throughout the day.

Objectives:

Upon completion of this topic area, participants will return to work and be able to:

- Avoid the common pitfalls that most meeting leaders fall victim to
- Decide whether a meeting is necessary and create a meeting agenda-the how-to's and what to avoid
- Order your agenda items appropriately to create participation early on
- Set the meeting environment up appropriately (i.e. room set-up, refreshments, timing etc.)
- Use various tools and techniques to help keep meeting participants focused on the agenda items
- Use flipcharts, whiteboards and PowerPoint appropriately in a meeting environment
- Deal with problem participants appropriately
- Capture meeting actions with a simple minute-taking template
- Plan for back on the job application of the skills

Agenda:

Avoiding the Classic Pitfalls of Meeting Management

- Through the use of a case study and then guided discussion, participants will identify and then analyze the classic meeting pitfalls. Creating a passive environment, inappropriate agenda ordering, lack of focus and audio-visual abuse are the pitfalls discussed in this section.



Planning for an Effective Meeting

- This crucial yet often ignored stage is examined in some detail. Deciding on whether a meeting is necessary, who should be involved and why and creating a simple yet user-friendly meeting agenda are the core learning's of this section. Easy to use templates and group discussion and application of the principles discussed form the basis of this module.

Meeting Room Environment and Meeting Presentations

- This is an often-overlooked component of meeting management that results in less than effective participation are discussed and demonstrated. Also, appropriate and inappropriate use of the three main meeting media - flipcharts, whiteboards and PowerPoint presentations are demonstrated and then practiced by the participants. Easy to use templates are also included in this section.

Keeping Meetings Focused

- This is one of the most difficult tasks in meeting management – finding the balance between allowing people to express their issues and concerns while still maintaining the integrity and focus of the meeting. Various techniques such as the flipchart as a focal point, parking lots, ground rules and peer pressure are discussed and practiced in a practical, non-confrontational manner.

Dealing with Problem Participants

- Effective meeting managers find the balance of closing people down but not “out” when they have to deal with meeting disruptions. Dealing with over and under participators, Senior Management presence, annoying technology-based interruptions and chronic latecomers are just some of the behaviors that are examined and planned for.

Capturing the “essence” of the Meeting and Action Planning