

Core Skills Programme

Effective Meetings

Course Outline

Introduction

People spend more and more time in meetings but they are all too often seen as a waste of time. Participants end up frustrated and demotivated – yet nothing changes for the better. Procedures and models exist which can be applied to different types of meeting objectives, once the purpose of the meeting has been decided. These models enable the meeting objectives to be achieved through focusing the efforts of those present on a structured process instead of a random exploration of irrelevant or tangential ideas and feelings arising from individuals.

For

People who need to chair meetings and set meeting agendas.

Objectives

Meetings are a necessary and important part of management and the aim of the course is to make them more constructive. We show people how they can chair meetings successfully as well as become more productive participants. They will also learn how to prepare more effective agendas and purposeful minutes.

Specifically, the objectives of this programme are to:

- Explore different techniques for chairing meetings
- Understand the purpose of meetings and setting meeting objectives
- Create structures for effective meetings
- Understand the group dynamics in a meeting

By the end of this programme, the delegates should be able to:

- Chair meetings successfully
- Become more productive as meeting participants
- Prepare effective agendas
- Draft purposeful minutes

Course Content/ Learning Components

The course concentrates on chairing and participating in different types of meetings, with special emphasis on these topics:

- Deciding the purpose of the meeting and the consequent strategy
- Preparing the event and planning the agenda
- Chairing, encouraging and focusing the group
- Writing the minutes.

The programme is a mix of formal input, group discussion and skill building. Delegates chair a meeting, and receive feedback from observers.

Behavioural Competency Addressed

The following primary competencies and success factors will be addressed in the course:

- Working with Others: Building Relationships.
- Communications: Delivery Through People.
- Leadership: Real passion and enthusiasm to succeed and understands the longer-term game.
- Results Orientation: Achieving and Doing.

Duration

This is a one day course.