

Making Meetings Effective

Programme Overview

Summary

In order that meetings are perceived to be positive and productive, they need to be effective. Badly planned meetings are costly to the business and take up a considerable amount of people's time.

This half day workshop examines the common mistakes which are made and how to avoid them, how to plan for an effective meeting, the role of the chair, participants and agenda setting.

You will gain the skills and confidence to not only lead more productive meetings but to clarify your role enabling you to contribute effectively and challenge whether you need to be there in the first place.

You will learn how to make your meetings more purposeful, how to review and follow up on any actions and how to chair and facilitate effective and engaging meetings.

Style and Approach

Interactive and participative using a mixture of digital tools, breakouts/ groups, facilitator input, group discussions and debates, facilitator and peer feedback.

Programme Structure

Half day

Audience

This workshop for anyone who leads, plans or participates in meetings.

Group size

16 Participants

Programme Overview

Programme Topics

- Making meetings a valuable use of our time
- Virtual or face-to-face meetings – differences and considerations
- Planning and preparing for a meeting
- Structuring your meeting
- Action-oriented agendas
- How to use data and information in meetings
- Meetings in action
- Setting expectations
- Engaging participants
- Roles and responsibilities
- Managing tensions
- Anticipating challenges

Outcomes

Having attended this workshop, you will be able to:

- Hold meetings that make the best use of everyone's time
- Deal with difficult behaviours that waste time in meetings
- Get everyone to participate and speak up during meetings
- Make better decisions and increase accountability

How to Apply:

You can self-nominate via Oracle.