

Conducting Effective Meetings – 1 Day Course

Who should attend?

- Anyone who wants to run or contribute to more effective meetings

Course Description

This seminar provides an overview of what makes meetings effective. It will review the roles and responsibilities of the parties involved and how each person can contribute to the success of a meeting. The seminar includes planning and preparing for a meeting, managing group dynamics and various methods to reach a decision. Participants will learn the basics of formal meeting procedures and effective minute-taking. Participants will practice techniques in role plays, a mock meeting, case studies and small group activities.

Course Content

Introduction

Secrets of Successful Meetings
Why Meetings Go Wrong
To Meet or Not to Meet?
Alternatives to Meetings
Putting a Price on Meeting Productivity
Meeting Cost Calculator

Roles and Responsibilities

Functions of Groups
Chairman and Participants
Recorder or Minute-Taker

Planning and Preparation

Types of Meetings
How Many Invitees
When and Where to Meet
Meeting Planning Checklist

The Agenda

Purpose of an Agenda
An Informal Agenda
What to Include
SMART Goals

Managing Meetings

Active Listening
Asking Questions Like a Pro

Keeping the Meeting Focused

Ground Rules

Common Problems

Long-Windedness

Involving the Silent

Managing Disputes

Giving Participants Feedback on their Behaviour

Group Discussions

Getting Feedback from the Group

Brainstorming

Decision Making in Groups

Consensus

Problem-solving Techniques

Formal Meetings

What is Parliamentary Procedure?

Rules for Meetings, “Robert’s Rules of Order”

Motions, Debate, Voting

Minute-Taking (optional)

Purpose of Minutes

Tips for Effective Minute Taking

What to Include

Action Minutes

Sample Forms, Sample Minutes

Recording the Minutes of a Videotaped Meeting

After the Meeting

Monitoring Progress