

## Meeting Skills

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***Increasingly our working day involves running from one meeting to the next, it can take weeks to gather the right people together, and once you finally sit down - how do you ensure optimum productivity?***

### Duration

2 days

### Public

This course introduces meeting issues for people who have to lead meetings and wants to structure them more effectively. It also benefits people attending meetings enabling them to actively participate and maximise their contribution.

### Objectives

- Make meetings shorter, more focused and productive
- Have clear guidelines for the planning, preparation and structure of meetings
- Apply the skills of leading, processing and controlling meetings
- Participate actively and make effective contributions
- Note taking and report writing

### Program

- Identifying common problems associated with meetings
- Outlining the key responsibilities of the meeting leader
- Plan the meeting: the purpose(s) and objective(s)
- Decide the type of meeting, level of formality and leading/ chairing style
- Plan the structure: drawing up a sequential, informative, timed agenda
- Leading meetings: effecting positive, motivational introductions, clarifying ground rules/objectives
- Gaining positive participation
- Concluding positively: by gaining agreement on actions, accountabilities and deadlines
- Exploring different situations/behaviours: reviewing options for handling these appropriately
- Participating: the importance of planning, preparation and presentation
- Making a constructive contribution, stating your case and listening
- Supporting individuals, building on their contributions and ideas.
- Note taking
- Report writing

### Methodology

Practical training for chairs and participants of meetings.  
Use of video.