

## MAKING MEETINGS WORK

*to manage more meaningful meetings*



### Introduction

When was the last time you attended an effective meeting: one that had a clear agenda and purpose; that had direct relevance to you and your role; that started and finished within the allocated time having achieved the stated objectives of the meeting?

Wouldn't it be great to be involved in meetings that actually added value? Meetings that you know will make a difference and generate results.

If you are someone who attends or leads meetings on a regular basis and who believes that those meetings are less than 80% effective 100% of the time, this is the workshop for you!

### Workshop Benefits

Through this programme you will learn the skills that will enable you to:

- Increase your productivity as a result of more effective meetings practice
- Experience improved attendance at your meetings
- Achieve improved outcomes from the meetings that you are responsible for
- Free up more time to focus on getting the results that you need.

# MAKING MEETINGS WORK

## *to manage more meaningful meetings*



### Workshop Content

<p><b>Part 1: To meet or not to meet?</b></p> <ul style="list-style-type: none"><li>➤ Are meetings necessary; is there a more effective alternative?</li><li>➤ What's the purpose of meetings?</li></ul>	<p><b>Part 2: Prepare for results</b></p> <ul style="list-style-type: none"><li>➤ Establishing a clear objective and agenda</li><li>➤ Who needs <b>To Be</b> there and why?</li><li>➤ Communicating your agenda effectively</li><li>➤ Considering the environment and dynamics of the meeting</li></ul>
<p><b>Part 3 – Involved and Enthused – Gaining contribution and commitment from all involved</b></p> <ul style="list-style-type: none"><li>➤ Creating and sustaining an environment that engages all attendees</li><li>➤ Working with the agenda</li><li>➤ Roles and responsibilities during the meeting</li><li>➤ Encouraging creativity</li><li>➤ Problem Solving and Decision Making</li><li>➤ Managing with time constraints</li><li>➤ Dealing with challenges</li><li>➤ Documenting the meeting</li><li>➤ Gaining commitment and creating accountability</li><li>➤ Reviewing meeting effectiveness</li></ul>	<p><b>Part 4: After the meeting</b></p> <ul style="list-style-type: none"><li>➤ Closing the information loop</li><li>➤ Recurring meetings</li></ul>

### Programme Structure and Duration

Participants engage in pre-work which is designed to encourage them to increase their self awareness and build their knowledge of the programme content so that the time on the workshop is geared more towards the practical application of key skills and concepts. The workshop facilitation is designed to promote experiential learning to enable the learning to stick.

**Duration:** The workshop is run over 3 days. The first two days are scheduled together and cover the majority of the material. Participants leave the first two days with action plans and are encouraged to meet as a group to support their development before the follow up day. Six to eight weeks later, participants have a follow up day where they review what they have learned, discuss their successes and challenges in working on their action plans so far, and find ways to overcome obstacles to the practical application of what they have learned.