



RUNNING EFFECTIVE MEETINGS

Manage and participate in more efficient and effective meetings

One side effect of an increasingly collaborative workplace is a matched increase in the number of meetings - which can hamper productivity if they are not effectively directed and managed. This workshop helps participants develop the skills and techniques needed to gain the most from every type of meeting, whether they chair, lead, organise or attend.

Workshop Content

An effective meeting starts with conscious planning and clear communication. This workshop explores the key components of a successful meeting then breaks down skills required for both management and participation.

Content focuses on planning and preparation; identifying appropriate attendees; setting objectives; agenda design; communication; timing; how to close a meeting and recording follow-up actions.

Create real efficiencies throughout your organisation and encourage disciplined collaboration with this focused and interactive workshop.



Learning Outcomes

Upon completion of this workshop, participants will be able to:

- Identify characteristics of successful meetings and causes of ineffective ones
- Understand the roles of meeting organiser and leader
- Develop an effective preparation and organisation plan
- Open meetings with impact
- Stay organised during meetings through the use of rules, agendas and conversations
- Develop meeting guidelines for your organisation/agency
- Manage different styles of meeting participants
- Mitigate dysfunctional behaviour in a meeting
- Improve conference call, virtual or video meetings
- Plan and execute follow-up actions



Recommended for:

People who lead and plan all types of internal and external meetings.



Delivery:

Face-to-face or virtual



Workshop duration:

Half day



No. of attendees:

12

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