

### Workshop Summary

Meetings are an essential part of business life. They bring people together to share information, solve problems and make decisions. Too many meetings, however, are poorly planned, poorly managed, experienced as a waste of time or fail to satisfy objectives. This Workshop is designed to overcome these problems by examining the different objectives that meetings can have and what needs to happen before, during and after a meeting in order to ensure that it is successful. It is also designed to enable participants to practise the effective skills of chairing and participating in shorter, more productive meetings.

### Who Should Attend

All professional staff who are required to run and / or participate in meetings.

### Benefits to You and Your Organisation

By the end of the Workshop, participants will be able to:

- Identify the purpose of different meetings and set specific objectives
- Organise and prepare for a meeting
- Draw up outline agendas
- State the role and responsibilities of the chair
- Describe the skills of chairing
- Control flow and time by avoiding the time stealers
- Encourage contributions from all attendees
- Deal with problem members within the meeting
- Participate effectively in meetings

### Workshop Contents

- What is a Meeting? To be or not to be? Types of Meeting
- Defining the Purpose of a Meeting: what type of Meetings Culture is required? Who should attend? Common Problems
- Influencing Strategies: Appropriate styles for Productive Meetings
- Issues to be considered: Purpose and Need
- The Agenda: Content and Format
- Chairing and Participating: Role and Responsibilities; Chairing Skills; Generating Discussion
- Dealing with Group Dynamics: Interpersonal Skills; Handling Difficult Situations / People; Managing Conflict; Enabling Action; Gaining Commitment
- Minutes / Actions / Outcomes: Formats; Dissemination of information; Timing

### Follow Up Workshops

Managing Effectively From the Start (MD1); Getting More From your Day – Managing Time and Priorities (COM1)

*Any of our Workshops can be tailored and delivered In-Company. Contact us for more details.*

**Dates**                      On Application

**Fee**                              £349 plus VAT

'Please note the above Workshop requires minimum attendance numbers'