

If you spend a great deal of time attending meetings and are sometimes frustrated or dissatisfied with the outcomes, what can you yourself do – as chairperson or participant – to make them more productive? Apart from your own contribution, are there ways to generate and agree on more creative outcomes? Mostly, the output from a group is less than the sum of the skills and knowledge of individuals at a meeting. The key is to learn to pool together people's expertise and create new insights that go beyond what individuals can do on their own.

**Your Workshop Leader: Richard Ellis**

## LEARNING OUTCOMES

By the end of the workshop, delegates will have:

- accumulated ideas, techniques and checklists to assist them in the role of chairpersons and participants in meetings
- improved their decision making skills
- discussed and developed, in outline, ways to improve the various meetings that they attend

## KEY TOPICS

- The key questions to ask and have answered before attending a meeting
- Key elements of preparation – agenda; the meeting environment
- Handling the meeting – coping with tensions, conflict
- Building consensus to a decision

## WHO SHOULD ATTEND

This workshop is for all those who attend meetings as delegates, representatives, elected/team members etc. and who wish to make more meaningful contributions to their meetings and help achieve better and more satisfactory decision outcomes.

## **Outline Programme**

### **Welcome, Introductions and Aims of the Day**

#### **What are the ingredients of effective meetings?**

- key questions to ask and have answered: aims? clear remit? roles of participants? outcomes and decisions to be made?

#### **Planning the meeting:**

- the agenda
- time management
- the meeting environment

#### **The skills of chairing**

- proposing, eliciting, elaborating, clarifying, summarising

#### **Effective Participation**

- making your point; assisting the progress of the meeting

#### **Decision making**

- dealing with barriers to effective decision making
  - Chairing or leading?
  - Storming techniques
  - De Bono's Six Hats approach
  - Visualisation: what would happen if
  - Developing consensus. Agreeing actions
  - Building a consensus

#### **Short meetings scenario (in groups) leading to a decision**

- Observation and feedback on results
- How did we get there? Could we have done better?
- Use of checklists to evaluate your meetings and the quality of decision making

#### **Summing Up and Evaluation**

#### **Action Plans for self and colleagues**

#### **Close of Workshop**

