

We spend many hours of our working lives in meetings and yet we are often left with a sense of dissatisfaction or frustration. How can we make meetings more positive and productive for all concerned? This one-day practical workshop is designed to take a fresh look at meetings and find more effective ways of preparing them, running them and contributing to them.

**Your Workshop Leader: Linda Richardson**

## LEARNING OUTCOMES

By the end of the workshop, delegates will be able to:

- identify the problems inherent in running meetings
- understand roles of the participants, particularly the chairperson
- make their own contribution more effectively
- understand structural procedures of agenda, minutes, fielding questions

## KEY TOPICS

- Identifying problem and conflict areas
- The effective chairperson
- Contributing more effectively
- Agendas and minutes
- Visual aids

## WHO SHOULD ATTEND

This one day workshop is designed for people who need to find more productive time – by streamlining and improving the meetings they set up as directors, managers, team leaders etc. or are called to attend as participants and contributors.

## **Outline Programme**

### **Introductions**

- to course content and objectives

### **What can go Wrong at Meetings**

- assessing the pitfalls

### **Impact of Planning on the Quality of Discussion**

- sharing experience and ideas for improving preparation for meetings, e.g. objectives, venues, timing and agendas

### **Dealing with the Dynamics of Different Personalities**

- explore Belbin's team roles and consider the implications for your own meetings

### **Getting off to a Good Start**

- exercise in setting the right tone for the meeting

### **Improving your own Participation and Chairing Skills**

- how to use Rackham and Morgan's behaviour categories to encourage involvement from everyone and to develop chairing skills

### **Handling Questions and Difficult Individuals**

- hints and tips

### **Closing the Meeting**

- using minutes and action points
- reviewing the effectiveness of your meetings

### **Course Evaluation**

### **Facilitation Service:**

*On occasion, it can be extremely valuable to have an external facilitator manage the process of a meeting leaving all the participants free to contribute ideas, opinions, concerns etc. This service is available to address:*

- *planning meetings*
- *reviewing and assessing progress*
- *conflict resolution*

