

Make your Meetings Work

Background

Meetings, meetings, meetings..... We can spend a lot of time at meetings; however, they are not always a good use of time. In the training we will explore steps to plan for and participating in meetings as a) the meeting Chair b) a meeting participant and c) the minute taker.

Learning Outcomes

- Chair/run meetings ensuring full engagement to achieve the goal of the meeting
- Appreciate their responsibility in preparing effectively
- Know how to manage different meeting participant
- Have tools and techniques to be heard at meetings in different situations
- Personal action plans prepared to develop the skills required

Workshop Format

The programme will be highly participative and include discussions, exercises and practice to address the objectives. The participants will be encouraged to interact and discuss the relevant areas to ensure that knowledge and skills are developed.

Workshop Content

- Workshop introduction, objectives and challenges with meetings
- Explore factors that contribute to effective meetings (before, during and after). Through discussions and exercises the participants will explore when they are *at their best* in meetings and steps to consistently demonstrate these behaviours. The participants will explore disruptive or non-productive behaviours and how to manage them.
- Chairing meetings: Explore steps to get full participation; manage different behaviours and seniority level; agreeing ground rules by which to work; control group participation and manage personal impact; how to build your confidence
- Managing your participation: Knowing what is expected of you; managing your input during the meeting; responding to differences of opinion; building on ideas; participating in healthy discussions. Agreeing action plans and creating commitment
- The role of Minutes: Explore steps to record sharp and concise meeting minutes
- Action plans developed