

Leading and running effective meetings (full day)

Course Outline



This course aims to give participants an understanding of the skills and process required to lead and manage effective and successful meetings as well as ensure the monitoring and follow up of actions of meeting participants to achieve outcomes.

This course is designed to introduce participants to the running of effective meetings and hence reduce the number of meetings that are time wasters. Participants should be able to effectively schedule, plan, document, participate, manage and chair a range of productive meetings.

Content modules:

- Understand what makes a meeting effective and the process to follow
- Types of meetings
- Essentials of effective meetings
- Meeting Preparation
- The paperwork
- Running the meeting
- Communication skills
- Idea generation and decision making in meetings
- Post meeting
- Meeting difficulties
- Keeping meeting members motivated to achieve action plans
- Monitoring action plans after the meeting

Learning outcomes:

- Plan and organize meetings
- Run meetings more successfully
- Participate more effectively in meetings
- Manage the dynamics of diverse people, groups and agendas in meetings
- Ensure the appropriate documentation is developed and distributed

Learning styles:

- Lecture / seminar
- Large group participation
- Case studies
- Small group break-outs

"The course was informal and relaxed with a clear focus on the participant."

"The course provider was very clear, helpful and delivered very valuable advice."

"Well presented and thought provoking."