

## Effective Meetings

**Description:** Meetings come in all shapes and sizes, from the convention to a quick huddle in an office hallway.

This one-day program will be concerned with small working meetings; with groups that have a job to do requiring the energy, commitment, and talents of those who participate.

**Audience:** People whose role involves running meetings.

**Duration:** One Day

**Objectives:** Workshop Objectives include:

- ✧ Understand the value of meetings as a management tool.
- ✧ Recognize the critical planning step that makes meeting time more effective.
- ✧ Identify process tools that can help create an open and safe forum for discussion.
- ✧ Develop and practice techniques for handling counterproductive behavior.

**Benefits:**

- ✧ Understand the value of meetings as a management tool.
- ✧ Recognize the critical planning step that makes meeting time more effective.
- ✧ Identify process tools that can help create an open and safe forum for discussion.
- ✧ Develop and practice techniques for handling counterproductive behaviour.



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- Content:** The basics for effective meetings
- The best and the worst of meetings
- Holding productive meetings
- Preparing for meetings
- Agendas
- Setting the place
- Leading a meeting
- Process and content
- Process tools, including DeBono's thinking hats, rules of work, and facilitation skills
- How to control a meeting
- A plan for success



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