

Effective Meeting Skills

An ineffective meeting is an event where the minutes are kept and the hours are lost.

Meetings are an integral part of an employee's life at work. Making the most of that time spent in meetings is essential. This program is designed to give participants the skills necessary to make their meetings more effective.

Participants will apply the roles, tools, and processes learned in this course to dramatically improve the productivity of staff meetings, team meetings, and conferences. An immediate observable result will be that more work is accomplished in less time.

Learning Objectives

- ◆ Identify components of an ineffective meeting.
- ◆ Plan an effective meeting using action-oriented agendas.
- ◆ Use standard meeting roles and tools to ensure participation by all attendees, manage meeting time, and improve meeting discipline.
- ◆ Develop consensus through group decision-making tools.
- ◆ Ensure accountability and results through effective follow-up procedures.

Audience

Any manager or employee involved in meetings within their organization who would benefit from this highly interactive program.

Course Outline

- ◆ Making team meetings more effective
- ◆ The major steps involved in conducting effective meetings
- ◆ Plan the meeting
- ◆ Conduct the meeting
- ◆ Follow up on the meeting
- ◆ Meeting planning and process tools
- ◆ Gaining consensus
- ◆ Brainstorming

- ◆ Nominal group technique
- ◆ Problem priority grid
- ◆ Assigned roles for team meetings
- ◆ Tools for team meetings
- ◆ Sample ground rules for team meetings
- ◆ Observing a team meeting
- ◆ Using the team meeting observation form
- ◆ Evaluating team processes

Program Format – 1 Day

This one-day program is designed to give participants hands-on practice of the necessary tools for a successful team meeting. This program effectively combines discussion with role-plays and team exercises. The maximum class size is 20, but for optimum results 12-16 participants is ideal.