

Meeting Management

The Art of Being Effective

Are you frustrated with the way your meetings work? Do they lack focus? Are there times some members of the group dominate the proceedings? Are you not always sure who should attend? Are you looking for a way to structure meetings to make them more effective yet at the same time maintain an open atmosphere?

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.

Members of such a group want to get some kind of result out of their time together; solving problems, setting goals or priorities, or simply defining with each other some mutual needs and fears and hopes. At its best, such a group knows what it is about, and knows and utilizes the strengths of individual members.

Workshop Benefits:

- Understand the value of meetings as a management tool
- Recognize the critical planning steps that make meeting time more effective
- Identify the steps to take to create an open and safe forum for discussion
- Develop and practice techniques for handling counterproductive behavior
- Know how to make decisions that can be sustained once the meeting is over
- Develop a follow-up strategy for meetings

What Will Be Discussed?

- ✓ The Basics for Effective Meetings
- ✓ The Best and the Worst of Meetings
- ✓ Holding Meetings
- ✓ Preparing for Meetings
- ✓ Agendas
- ✓ Setting the Place
- ✓ Meeting Preparation
- ✓ Leading a Meeting
- ✓ Your Role As Group Leader
- ✓ Process and Content
- ✓ What is a Facilitator? Why Have One?
- ✓ Key Behaviors for a Facilitator
- ✓ How to Control a Meeting
- ✓ Difficult Meeting Participants