



## Chairing Effective Meetings (In a Nutshell)

### Half-day Workshop Outline

One of the most common frustrations reported in the workplace is the waste of time and energy given to poorly managed meetings. This workshop will introduce delegates to the valuable skills and techniques needed to plan and lead meetings of any kind including: impromptu discussions between colleagues; regular project meetings; departmental/team meetings; and meetings with external suppliers or customers. It will help delegates to ensure that the meetings they chair are concise, structured and meaningful to all involved. Delegates will learn how to effectively manage the flow of the meeting, how to encourage creativity and promote effective contributions from everyone present.

#### KEY AIMS

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1. To assist the organisation to achieve maximum performance by improving the quality and effectiveness of meetings
2. To focus on key issues and challenges relating to chairing meetings, such as: keeping the meeting on track, making and clarifying decisions
3. To introduce powerful and flexible tools and techniques for effectively chairing meetings
4. To enable participants to increase awareness of their current approach to chairing meetings
5. To facilitate the development of strategies for improving delegates' ongoing personal development

#### KEY BENEFITS

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Participants will learn:

- The value and role of meetings as an operational and strategic tool
- How to use the structure and format of meetings effectively
- How to reinforce meeting participants' responsibilities
- Key leadership actions
- How to lead and manage discussions
- How to keep discussions up-beat and positive

The organisation will:

- Have more productive and effective meetings
- Improve internal communication
- Reduce the time taken to clarify information
- Save time and money by minimising misunderstandings

## OUTLINE PROGRAMME

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- **The importance of meetings** - Valuing the role of meetings as an important operational and strategic tool
- **The mechanics of meetings** – How meetings are structured and the roles participants play
- **Uses and abuses of agendas** – How to use the agenda as important preparation tool
- **Participants’ responsibilities** – How the chair can get the co-operation of the participants by helping them to understand and fulfil their responsibilities
- **Role and skills of an effective chair** – Understanding the actions and abilities of an effective chairperson, in relation to achieving the meeting’s objectives
- **Meeting Dynamics** – How to respond to the most common dynamics issues within meetings, including dealing with conflict when it arises
- **Personal development planning** – extending learning back into the workplace.

## FEEDBACK

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- “The exercises and the information to take away and refer to when planning important meetings in the future were excellent”
- “The trainer was very responsive – listened to the opinions of everyone and was very interactive”
- “Enjoyable course. What could have been a ‘dry’ subject was made fun by the skills and humour of the facilitator”
- “Handouts will be very useful to be able to refer to when next faced with a difficult meeting”

## COST

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We understand that training is an investment - not just in terms of the cost, but also in time. We are therefore committed to providing excellent value by ensuring that our half-day workshops are competitively priced.

Fees are £97 + VAT per person

Fees are fully inclusive of:

- Workshop tuition / materials / handouts
- Refreshments
- Personal action planning

## CONTACT

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