

Meeting Management

“Meetings are at the heart of an effective organisation, and each meeting is an opportunity to clarify issues, set new directions, sharpen focus, create alignment, and move objectives forward.” Paul Axtell

Meetings, whether on-line or face-to-face, are important in any business as they provide a platform for planning and exchanging of ideas. Indeed, studies show that between 40% and 60% of office employees’ working time is spent in meetings while managers spend nearly half their working hours in meetings. Ironically though, most people consider some of these meetings too long or simply unnecessary. This workshop is designed to give participants the basic tools needed to plan and implement an effective meeting.



Our hands-on Meeting Management workshop will explore how to reduce waste and make meetings more efficient. Participants will learn planning and meeting techniques that will give them the confidence to run a meeting that will engage their attendees and leave a positive impression.

Course Objectives and Content

KEY LEARNING OBJECTIVES

1. Understand the importance of planning that makes meeting time more effective.
2. Learn how to balance discussion, stay focused and manage meeting participants.
3. Recognise the meeting roles of different people i.e. chairperson, secretary etc.
4. Identify ways of managing group dynamics to ensure meetings are productive.

WHO IS THIS FOR?

This course is suited for everyone in any organisation!

COURSE CONTENT

1. Planning and preparing; identifying the participants, choosing the time and place, creating the agenda.
2. Making logistical arrangements; choosing a physical arrangement, setting up the meeting space, gathering materials, sending invitations.
3. Planning for an on-line meeting; what to consider, video-conferencing options, planning for success.
4. Meeting roles and responsibilities; the chairperson, the minute taker, the attendees, variations for large and small meetings.
5. Meeting facilitation; getting off on the right foot, the role of the agenda, using break-out rooms.
6. Generating and sharing Information; generating information, assessing the information and coming up with the best ideas.
7. Staying focused; keeping the meeting on track, dealing with overtime, holding participants accountable.
8. Dealing with disruptions; on-line or face-to-face; cell phones, off on a tangent, personality conflict, navigating difficult situations.
9. Taking minutes; what are minutes? What do I record? A take-home template.
10. Making the most of your meeting; the 50-minute meeting, using games, giving prizes.

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