

Managing *meetings*

**IN ORDER TO BE SUCCESSFUL,
EVERY BUSINESS MEETING NEEDS TO
RECEIVE A RETURN ON INVESTMENT.**

Time spent in unproductive meetings means time taken away from other important tasks. In order to be successful, every business meeting needs to receive a return on investment.

Meetings are a good opportunity to generate creative ideas from a group of people who meet in order to achieve an outcome. Meetings can be extremely valuable and productive if run effectively.

What is the effectiveness level of meetings you attend?

Ask yourself the following:

1. The meeting starts on time.
2. The meeting is conducted in the order set out in the agenda.
3. Matters arising from previous meeting are briefly discussed.
4. The agenda is distributed to all members prior to the meeting.
5. Members are always aware of the time and venue of the meeting.
6. All mobile phones are turned off before entering the meeting room.
7. During the meeting, conversation is focused on the topic.
8. Everyone listens to each other carefully and are not judgmental.
9. All members are encouraged to share their opinions, ideas and suggestions.
10. Only one person speaks at a time.
11. Each option is individually and objectively examined in order to reach a conclusion.
12. All agreements are summarised at the end of the meeting.
13. The chairperson is fair, firm and decisive.
14. The minutes of the meeting are distributed to all members within 2-3 days.
15. Tasks delegated during the meeting are followed up.

YOUR SCORE?

People who attend effective meetings generally score "YES" to 12 of these questions.

If you scored less, you should think about learning how to make meetings more effective.



Your **Managing Meetings** training program is designed to help organisations be consistent and better organised when conducting business meetings. This program provides participants with tools and techniques on managing meetings more effectively and productively.

Key learning outcomes

Your **Managing Meetings** program will give participants the skills to:

- Understand what goes wrong in a meeting and why.
- Develop an effective process for conducting future meetings.
- Define and achieve desired outcomes.
- Build levels of trust to encourage open communication.
- Allow everybody to be heard and not just the usual suspects.
- Ensure that meetings start on time and stay on track.
- Use tips and ideas to ensure the chair person is fulfilling their role.
- Bring the meeting back on track when it's heading in a different direction to the agenda.
- Communicate and follow up the agreements reached and tasks delegated.
- Keep records from the meeting.
- Improve teamwork and foster a creative environment.
- Understand the psychology of influencing other people.
- Understand different personality styles at a meeting.

Would you like to attend this program?

- For maximum effectiveness, this program is best conducted as an in-house program.
- **Ideal group size:** 4 - 10 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost.
- **Duration:** This program can be conducted as a one day or half day program.
- **Cost:** Price on request.
- **Target Audience:** Anybody who attends more than one unproductive meeting a week

If you would like more information on this training program, please contact:
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or visit our website today.

