

MANAGING MEETINGS



Would you like to structure your meetings? Would you like to spend less time in meetings?
Would you like to make your meetings more effective?

Time spent in unproductive meetings is time taken away from other important tasks. In order to be successful, meetings should be a tool to achieve beneficial outcomes.

Meetings are also a good opportunity (often a missed opportunity) to generate creative ideas from a group of people. Meetings can be extremely valuable and productive if run effectively.

Alas many people attending meetings are like corks on the tide. Bouncing around and not really getting anywhere is particular. It's such a wasted opportunity and the missing ingredient is often "structure."

Here is a way to find out the level of effectiveness of meetings -

Ask yourself the following about meetings that you attend:

1. The meeting starts on time
2. Matters arising from the previous meeting are briefly discussed
3. The agenda is distributed to all the members prior to the meeting
4. During the meeting conversation is focussed on the topic
5. Everyone listens to each other carefully
6. All members are encouraged to share their opinions,
7. Only one person speaks at a time
8. All agreements are summarised at the end of the meeting
9. The chairperson is clear
10. Accurate minutes are taken

Effective meetings will generally score "Yes" to 8 or more of the questions.

If the score was less, you should think about learning how to make meetings more effective

KEY LEARNING OUTCOMES

At the conclusion of the course participants will be able to:

- ◆ understand what goes wrong in a meeting and why
- ◆ clarify the role of the chair
- ◆ structure your meetings beforehand
- ◆ remove behaviours in meeting that add no value
- ◆ conduct an appreciative inquiry on how to make your meetings more effective
- ◆ discover how to take accurate minutes
- ◆ remove the #1 cause of conflict in meetings
- ◆ reflect on how Rudy Giuliani changed New York through precision in meetings
- ◆ develop an effective process for conducting future meetings
- ◆ keep people accountable with previous minutes
- ◆ remove ambiguity in meetings
- ◆ ensure that meetings start on time and stay on track
- ◆ communicate and follow up the agreements reached and tasks delegated
- ◆ keep records from the meeting
- ◆ improve teamwork and foster a creative environment

NUTS AND BOLTS

Would you like to attend this program?

For maximum effectiveness, this program is best conducted as an in-house program.

Venue: For your convenience, you can choose to conduct this program at your workplace. Alternatively, we can provide a training venue at a small additional cost.

Duration: Each course can be tailored to your timeframes.

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Target Audience: Managers and staff

Look at what you receive within 24 hours at no cost:

- ◆ an obligation free proposal
- ◆ a bio of a proposed trainer
- ◆ training cost
- ◆ possible training dates (if requested)

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PREFERRED TRAINING NETWORKS

