

Gearing You For Growth

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Meeting Management: The Art of Making Meetings Work

Course Overview

Meetings come in all shapes and sizes, from the convention to a quick huddle in an office hallway. This one-day workshop 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, brainstorming, or simply sharing information. At its best, such a group knows what it is about, and knows and utilizes the strengths of individual members.

Course Objectives

This one-day workshop will teach delegates how to:

- Understand the value of meetings as a management tool.
- Recognize the critical planning step that makes meeting time more effective.
- Identify process tools that can help create an open and safe forum for discussion.
- Develop and practice techniques for handling counterproductive behaviours.

Target Audience

Project Coordinators, Project Administrators or anyone who wants to start the journey of a Project Manager.

Prerequisite

There are no prerequisites.

Duration

- 1 Day



Course Outline

The Basics for Effective Meetings

To begin, delegates will explore the key characteristics of successful meetings. Delegates will also discuss types of meetings and alternatives to holding a meeting.

The Best and Worst of Meetings

Delegates will work in small groups to identify the characteristics of effective meetings and ineffective meetings.

Holding Productive Meetings

During this session, delegates will explore the keys to productive meetings through large group discussion and a case study.

Preparing for Meetings

Delegates will be given planning guidelines, including tips on determining the time and attendees.

Agendas

This session will educate delegates about the importance of agendas. Delegates will also take part in a small group activity to reinforce the concepts.

Setting the Place

During this session, delegates will look at some things to consider when choosing the location and physical setup for the meeting.

Leading a Meeting

Next, delegates will learn skills for leading a successful meeting.

Process and Content

This session will explore the differences between process and content. Delegates will also learn about ground rules, different techniques for engaging meetings, and facilitation skills.

How to Control a Meeting

Delegates will explore types of difficult dynamics and solutions in a group exercise.

A Plan for Success

To wrap up the day, delegates will work in small groups to create an action plan for areas of weakness identified in their pre-assignment.

Workshop Wrap-Up

At the end of the course, delegates will have an opportunity to ask questions and fill out an action plan.