

# Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

## Meeting Skills for Leaders

### Course Overview

Business people often say, "Meetings are a necessary evil." That is only half true.

Meetings are essential when running a business, but they do not have to be a negative experience.

With this practical, self-paced course, delegates learn how to make meetings more productive and worthwhile for attendees, the company, and themselves.

This course assists the delegate in making the next meeting their best.

### Target Audience

This course is designed for any meeting chairperson, manager, supervisor, or team leader.

### Prerequisites

There are no prerequisites for this course.

### Duration

- 1 Day



## Course Outline

### Module 1: The Effective Meeting

- Defining an Effective Meeting.
- Planning an Effective Meeting.
- Face-to-Face or Virtual?
- Developing an Agenda.
- Selecting Participants.
- Notifying Participants.
- Choosing a Meeting Time.
- Dealing with Common Meeting Problems.
- Part Summary.

### Module 2: Facilities and Equipment

- Facility and Equipment Guidelines.
- Meeting Room Checklist.
- Guidelines for Visual Aids.
- Projection Methods.
- Arranging Virtual Meetings.
- Conference Calls.
- Online Conferencing.
- Part Summary.

### Module 3: Conducting Meetings

- The Meeting Leader's Role.
- Major Components of a Meeting.
- Structuring Information Meetings.
- Structuring Decision-Making Meetings.
- Criteria-Based Rating.
- Criteria-Based Ranking.
- Part Summary.

### Module 4: Leading Effective Discussions

- Stimulating Discussion.
- Twenty Tips for Generating Discussion.
- Handling Difficult Situations.
- Understanding Conflict.
- Managing Conflict.
- Part Summary.

### Module 5: Improving Meetings

- An Improvement Model.
- Evaluating Meetings.
- Providing Feedback.
- A Model for Effective Meetings.
- Being a Productive Participant.
- Part Summary.