

EFFECTIVE MEETINGS MANAGEMENT

Much of our time at work is spent in meetings and they are a significant cost to organisations.

This highly interactive workshop starts with a review of the current challenges around meetings. The workshop creates time and space for people to reflect on how well they are managing the meetings they run. We often get into the habit of having meetings without clearly thinking through their purpose and the outcomes we need to achieve.

Within the workshop we review every aspect of how to have effective meetings from agreeing behavioural ground rules to looking at frequency and outputs of meetings.

On completing the workshop you will be able to:

- Be clear on the appropriate frequency, purpose and outcomes you need from each meeting that you run
- Have more confidence in leading meetings and managing agenda items within the meeting
- Have a better understanding of how behaviours impact on meeting effectiveness and how best to manage them in the meeting
- Know how to keep improving your meetings over time
- Know how to make 'agenda-less' meetings more effective

Format Half-day workshop, face-to-face. Or virtually 2 x 2 hour sessions.

Who should attend? Anyone who regularly runs meetings and wants to improve their effectiveness.

Maximum number of delegates 8