



EFFECTIVE MEETING MANAGEMENT (MAKING MEETINGS WORK – HOW TO PLAN, CONDUCT & MANAGE MEETINGS)

22-23 MARCH 2022
• 9AM-5PM •

We are a meeting society - a world made up of small groups that come together to share information, plan, solve problems, make decisions, or find out what went wrong with old ones. In a typical workweek, meetings consume more time than any other activity. As a facilitator, you are the key to making these meetings productive. Keep in mind that meetings are very expensive activities when one considers the cost of labor for the meeting and how much can or cannot get done in them. Just think of all the decisions that have been made at meetings that have directly affected your life.

This programme will help you more effectively manage and facilitate meetings, to ensure you get the results you are looking for, and also, provide the means - an interactive process to get you there. Learn to maximize the time investment when bringing people together to make decisions, solve problems, develop budgets, plan projects, create policies and coordinate activities. In this interactive seminar, you will develop and practice practical facilitation skills for conducting efficient, effective, focused meetings that deliver the best possible outcomes and results.

LEARNING OUTCOMES

- Acquire strategies for managing discussions and meetings
- Learn how to incorporate employees in your plans and how to delegate responsibility from meetings
- Learn how to quickly and systematically guide your team to good results in discussions



COURSE OUTLINE

SECTION 1: MEETING ANALYSIS

- Precise objective of the meeting
- The importance of an agenda and how to develop one
- 5 purposes of meetings
- What should you do before, during & after the meeting
- Evaluating the meeting process
- Following up on discussions and meetings

SECTION 2: WHY MEETINGS OFTEN WASTE TIME

- How not to set aside the company's original goals
- How to avoid satisfying personal needs
- The correct timing
- How to shorten meetings
- Usage of visual aids and how to handle other meeting equipment
- The secret to salvaging a poor meeting
- Tips for managing meetings you attend

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SECTION 4: CHAIRING A MEETING EFFECTIVELY

- Important characteristics of a chairperson
- Styles of meeting leadership
- Selecting participants
- Opening the meeting
- Establishing ground rules
- The do's and don'ts
- Closing the meeting
- Mastering difficult situations
- Creative methods to stimulate effective problem solving
- How to achieve effective teleconferencing

A BIT ABOUT ME

SANDRA ANNE GHOUSE

Sandra is the Founder/MD of 3E Training & Education. She possesses more than 28 years of experience as a Corporate Soft Skill Trainer. She specialises today in Engagement, Enhancement and Empowerment programmes where she helps employees, entrepreneurs and marginalised people (including refugees) increase results and productivity.

