



Effective Meeting Skills

One Day Training Course

Course Aims:

Delegates will learn the elements of calling and running a successful meeting and how to participate effectively in meetings.

Course Outline:

Meetings

- What are they for?

Why meetings don't work

- Basic perspectives
- Characteristics of meeting groups

Membership

- Membership by mission
- Levels of membership
- What do you get?

Preparing for an Effective Meeting

- Maintaining focus
- Agenda integrity
- Temporal integrity
- The rule of halves
- The rule of three-quarters
- The rule of thirds

Templates for action

- The agenda
- The minutes
- Reports
- Conclusion

You as a participant

Roles in a meeting

- Leader/follower
- Task role/process role
- Devil's advocate
- Idea offerer

Making the roles work

- Ego states
- Communication

Target Audience

People wanting to develop and use innovative and radical but practical skills in either running a meeting or being an effective contributor at a meeting.

Assumed Knowledge/ Pre-requisites:

Communications Skills must have been attended prior to attendance on this course.