



# Meeting Management

Meetings come in all shapes and sizes, from the convention to a quick huddle in an office hallway. This one-day program 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.



By the end of the day, participants will:

- 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 behavior.

## **Introduction and Course Overview**

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

## **The Basics for Effective Meetings**

To begin, participants will receive a checklist that will give them a framework for planning an effective meeting. Participants will also discuss types of meetings, who should attend meetings, and alternatives to hold a meeting.

## **The Best and the Worst of Meetings**

Participants will work in small groups to identify the characteristics of well-run meetings and poorly run meetings.

## **Holding Productive Meetings**

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

## **Preparing for Meetings**

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

## **Agendas**

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



### **Setting the Place**

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

### **Leading a Meeting**

Next, participants will learn leadership skills necessary for leading a successful meeting.

### **Process and Content**

This session will explore the differences between process and content. Participants will also be given some process tools, including DeBono's thinking hats, rules of work, and facilitation skills.

### **How to Control a Meeting**

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

### **A Plan for Success**

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

### **Session Wrap-Up**

At the end of the day, students will have an opportunity to ask questions and talk with the trainer.