

Managing Productive Meetings



OVERALL OBJECTIVE

The **Making Meetings Productive Workshop** aims to equip participants with all the skills required to prepare for, conduct, and follow through from meetings. They will have the competence to decide on different processes to use, and ensure a meeting results in progress made.

OUTCOMES

Participants will be able to:

- Plan and execute productive meetings
- Lead a meeting through its three phases
- Handle resistance and conflict and ensure full participation
- Achieve a desired outcome with the support of all group members
- Create the atmosphere and relationships conducive to team co-operation
- Listen and guide the process of the discussion towards a desired outcome
- Establish what type of practical exercises, tools, methods, techniques to use and when to use them
- Manage the people, resources, process, group dynamic, and reporting components of meetings to ensure optimum meeting execution

CONTENT

Prepare for the Meeting

- What types of meetings are there?
- Why manage meetings?
- How to organize the meeting
- What to communicate?

Conduct the Meeting

Commence

- What works and what doesn't work in meetings?
- How to ensure alignment
- How to establish needs and expectations
- How to shift from a manager to a facilitator

Clarify and Consolidate

- How to prioritize
- How to manage your time
- How to use lists and schedules
- How to keep a meeting on track
- How to handle the documentation
- How to choose processes for different situations
- How to conduct conference calls
- How to lead meetings

Commit

- How to summarize
- How to complete, or adjust, the progress or meeting plan
- How to shift from a facilitator back to a manager

Follow through from the meeting

- How to measure the success of your meeting
- What is the formula for a successful meeting?
- What to communicate
- Self-Assessment
- Key Points