

HANDLING PRODUCTIVE MEETINGS

// MANAGEMENT

Duration A full day course which can be spread over two half days

Target audience Senior and Middle Management

Number of delegates Minimum 12 delegates and maximum 20 delegates

COURSE BACKGROUND

Meetings are often defined as an event where minutes are taken and hours are wasted! Time spent together is not always time spent getting work done! On average most employees spend over 16 hours a month in unproductive meetings. They daydreamed, slept and distracted their way through them. 46% of employees have meetings as the no. 1 timewaster in the office. Yet, when handled productively; meetings can prove to be a great forum for effective communication, brainstorming of ideas, improved cooperation, problem solving and decision making

COURSE OBJECTIVES AND CONTENT

- Build a systematic method of planning and running meetings
- Learn the art of good preparation, so that you get the best results
- Find how to use the skills needed to control the focus of the meeting, the discussion and the individuals (talkative, reticent, negative or disruptive)
- Understand the key ways to efficiently manage the agenda
- Identify what goes right and what goes wrong in meetings and what to do to make improvements
- Generate appropriate contributions, minimising time wasting and building team spirit.
- Make sure conclusions and decisions reached are understood, and everyone understands what action is required.