

## Leading Meetings

### Overview

**Duration: One Day**

This course is aimed at people whose job involves leading meetings and provides them with practical advice that they will be able to make use of straight away.

### Description

Meetings do not always enjoy a particularly good reputation. In many organisations, they are notorious time wasters and are often unproductive. The person leading the meeting can influence that reputation and ensure that meetings are productive and rewarding for the participants.

Topics covered:

- **To Meet or Not to Meet?** – Participants discuss the alternatives to meetings and whether all meetings are necessary. We then move on to consider who should attend their meetings.
- **Objectives** – We discuss why it is important to set objectives for a meeting and then conduct a short exercise to consider what makes an objective effective
- **Agendas** – Participants consider their responsibilities relating to meeting agendas and what makes an effective agenda.
- **Controlling the meeting** – participants complete a short questionnaire where they consider their role in controlling the meeting function and perhaps find some of their existing ideas are challenged. They then go on to consider basic ground rules for the meetings they lead.
- **Meeting Personalities** – A short exercise where participants discuss some of the different people who may attend these and consider how they can best work with different types of personalities.
- **Agree Actions** – Participants briefly discuss the role of the leader in ensuring positive action comes out of their meetings.
- **Meeting Notes** – A brief look at the different types of meeting notes and who is responsible for them.
- **Closing Meetings** – Participants are encouraged to end their meetings effectively and on a positive note.
- **Meeting Obstacles** – Participants close by identifying and discussing how to handle the potential obstacles to them implementing the ideas discussed during the workshop.

**Who Should Attend?**

Anyone who is required to lead meetings.