

Meeting Facilitation

This training focuses on skills needed to plan and run effective meetings. The emphasis of the training is on reducing the number and frequency of non-value added meetings and making those meetings that are necessary tighter and more productive. The training addresses how leadership style interacts with meeting effectiveness.

What You Will Learn

Through a combination of mini-lectures and hands-on exercises which draw heavily on students' real-life experiences, participants will learn how to:

- Determine when a meeting is necessary
- Develop meeting objectives
- Focus a meeting
- Manage participants
- Deal with stuck meetings
- Deal with difficult participants
- Develop group norms
- Close and follow-up meetings

At the completion of this module, participants are able to:

- Plan a productive meeting
- Effectively facilitate an efficient meeting
- Close a meeting and handle post-meeting follow-up to guarantee productivity

Who Should Attend

Managers, Supervisors, Group Leaders and Team Members