



## Productive Meeting Skills – 1 Day Workshop



### Overview

Meetings and business discussions are a vital part of an organization's decision-making process. However, for many, these interactions can be meaningless, lead to interpersonal conflict and wasted time. Professionally managed meetings can have a massive impact on team motivation and effectiveness. This workshop helps delegates to structure meetings, develop facilitation skills, manage conflict and lead the meeting to a specific outcome with agreed actions. This practical workshop is facilitated using group discussion, individual exercises and team activities. This course will benefit anyone who leads or chairs formal or informal meetings and wants to structure them to be more productive. It will also benefit people attending meetings on a regular basis, enabling them to actively participate and maximise their contribution.

### Outcomes

Following this workshop delegates will have developed the skills required to lead effective meetings that increase productivity, create buy-in, make better decisions and generate action. Participants will also take away templates and worksheets helpful for facilitation back at the office.

### Content

#### The Impact of Meetings

- The Cost of Meetings (financial/morale)
- Why Meetings Can Cause Stress
- The Positive Impact of a Great Meeting

#### Planning & Preparing an Effective Meeting

- The Essentials of a Productive Meeting
- The Meeting Purpose and Objectives
- Planning an Effective Meeting

#### Meeting Management

- Using the agenda to structure a meeting
- Time Management Techniques
- Meeting Management Templates
- The Role of the Chairperson
- Chairing a Meeting with Peers
- Chairing a Meeting with Your Team
- Recording Minutes Easily & Effectively
- Techniques to Encourage Participation

#### Personal Meeting Skills

- Contributing Positively
- Speaking with Confidence
- Listening and Questioning Skills
- How to Identify Personality Types
- Managing Diverse Personality Types

#### Presenting Professionally at Meetings

- Developing Professional Presentations
- Learning Styles & Audience Rapport
- Speaking with Confidence to a Group
- Using Visual Aids
- Presenting with Confidence
- Closing with Impact

#### Negotiating & Influencing

- Influence & Persuasion
- Social Influence Factors
- Negotiating at Meetings
- Bargaining Techniques
- Win/Win Negotiation