

LEADING EFFECTIVE MEETINGS

MAL027

COURSE DESCRIPTION

Meetings are a part of the corporate and organizational culture and when conducted and led effectively, can have a huge positive effect on an organization. Regardless of the complexity of the meeting, proper planning is essential to strengthen, shorten, enhance, and maybe even eliminate some meetings. The problem is how to control and run shorter, more effective meetings that focus on getting action. This course is designed to introduce participants to the running of effective meetings and hence reduce the number of meetings that are time wasters. Participants should be able to effectively schedule, plan, document, participate, manage and chair a range of productive meetings.

COURSE GOAL

To enhance the participants' knowledge, skills and abilities necessary to lead and manage effective and successful meetings as well as ensure the monitoring and follow up of actions of meeting participants to achieve outcomes.

COURSE OBJECTIVES

By the end of this course, participant will be able to:

- Plan and organize meetings.
- Run meetings more successfully.
- Participate more effectively in meetings.
- Manage the dynamics of diverse people, groups and agendas in meetings.
- Ensure the appropriate documentation is developed and distributed.

WHO SHOULD ATTEND

Anyone responsible for chairing or controlling meetings.

COURSE DURATION

5 Working Days

COURSE OUTLINES

- What makes a meeting effective and the process to follow.
- Types of meetings.
- Essentials of effective meetings.
- Skills required to chair an effective meeting.

- Meeting Preparation.
- The paperwork.
- Running the meeting.
- Communication skills.
- Idea generation and decision making in meetings.
- Post meeting.
- Meeting difficulties.
- Keeping meeting members motivated to achieve action plans.
- Monitoring action plans after the meeting.

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