



Running meetings

Well run meetings save time and help to make teams and organisations effective. Traditional training often offers cumbersome frameworks that are difficult to implement within a busy schedule. This module, for anybody who has to chair meetings, offers a workable model and practical guidance in drawing contribution and managing difficult participants.

Around 2 hours • Face-to-face or virtual • Typically 4-15 participants • Supported by course notes • Interactive

Key course elements

Why meet?

- Having a meeting isn't always the best way. Satisfying the five main criteria including managing conflict and affecting change are realistic benchmarks to set when calling meetings

Meeting preparation

- Selecting and using an appropriate framework for your meeting
- Ensuring the meeting is positioned to engage participants and foster accountability

Running the meeting

- Explore the five key stages of running the meeting to ensure that time is used effectively and actions and responsibilities are understood

Meeting dynamics

- Personalities and politics need to be managed proactively in order to ensure that a well planned meeting can still meet its objectives. Includes techniques to encourage and manage contribution

Follow-up

- Putting the outcome into practice ensures that future meetings will be seen as valuable and productive

Participants will learn to...

- Challenge the need to hold a meeting
- Understand the preparation required before and during the meeting
- Use differing meeting structures to ensure a more successful outcome
- Set up the meeting to encourage contribution and commitment
- 'CRAFT' the meeting to achieve the stated outcome required
- Manage the dynamics of a meeting to draw contribution from quieter participants and manage the enthusiasm of the dominant contributor
- Gain commitment to action