



Making the most of meetings

Well run meetings can be an effective use of time for planning, sharing information and reaching decisions. Sadly, not all meetings are so productive. This short training course is for participants who want to make the most of the meetings they attend. It will help with planning and preparation, making a positive contribution and ensuring that the time spent is put to good use.

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

Key course elements

Why meet?

- What are the primary reasons for meeting?
- What are the alternatives?
- The features of good meetings

Meeting preparation

- What do you want to accomplish/what needs to be agreed?
- Arriving prepared and encouraging others to do the same

Behaviour, attitude and meeting dynamics

- Personalities and politics
- Expectations and reality – how to remain engaged
- Ways to keep focus – your own and that of other participants

Time and contribution

- Making an effective and impactful contribution
- Making time matter
- Taking the role of timekeeper

Follow-up

- Making meetings matter by following up and delivering your agreed actions

Participants will learn to...

- Identify the main reasons for meeting and consider alternatives
- Prepare effectively for the meeting to ensure that you accomplish all you need
- Contribute effectively and with impact
- Find ways to be heard in the face of dominant or negative contributors
- Take the role of timekeeper to make sure that the meeting retains focus and keeps on track
- Arrive and leave on time and deliver agreed actions