



Running Effective Meetings

Duration: Half-day Workshop

When planned and implemented properly, a meeting is an excellent way of communicating essential information, getting ideas, feedback and agreement on important issues. Unfortunately, meetings often tend to add little or no value. This program is for anyone who prepares and manages and/or participates in both formal and informal meetings and is looking to save time and increase productivity.

Objectives:

Provide a comprehensive approach to running sensible, successful meetings.
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Workshop Topics:

- **Establishing Ground Rules for Meetings**
It pays to have a few basic ground rules that can be used for most of your meetings. These ground rules encourage healthy discussion and lead to a successful meeting.
- **Developing Agendas**
Think of what overall outcome you want from the meeting and what activities need to occur to reach that outcome.
- **The Four Key Meeting Roles**
The facilitator, note-taker, time-keeper and scribe all play an important part in working together to run an effective and efficient meeting.
- **Conducting a meeting**
Learn how to handle difficult situations. Discover how to manage and encourage participation and problem-solve while running a meeting.
- **Evaluating the Overall Meeting**
Striving for continuous improvement should be an inherent part of each meeting. Different evaluation processes will be discussed.