



Managing Meetings

“Meetings: a place where minutes are taken and hours are wasted!”

This half day workshop aims to ensure that the above statement is no longer true for the meetings that the participants attend. This interactive workshop gives them the chance to really analyse the meetings that they attend and plan to make changes to make them more effective. The potential outcomes from this course include but are not limited to: savings of both time and money, better decision making and improved team work.

Who should attend:

Staff who attend meetings, especially those who have responsibility for meetings and therefore are able to make changes to how they run.

Learning Objectives:

- To discuss what makes an effective meeting and what does not
- To look at ways of making meetings more effective
- To consider a forthcoming meeting that the participants are attending/organising, and to identify actions that can be taken to ensure the meeting is time efficient.

Programme:

- Discussion of meetings that the participants attend
- Identifying what makes meetings effective
- Planning for meetings: why, where, when and who needs to attend
- The true cost of meetings
- Analysis of an example meeting
- Follow up from meetings
- Planning for changes to a meeting they attend