

“How To Plan and Facilitate Effective Meetings”

COURSE DESCRIPTION:

1-day interactive, hands-on course covering the principles of effective meeting facilitation, planning, and communication. Course content and associated activities are designed to ensure that participants walk away with practical skills that can be readily applied in workplace meetings.

COURSE TOPICS:

Planning and Preparing for a Meeting

- Is a meeting the right course of action? (Many meetings are not necessary.)
- Clarification of purpose and agenda creation—guiding tools
- How proper pre-planning can hugely increase meeting productivity
- Who should facilitate and who should participate?
- Pre-meeting arrangements and distribution of pertinent information

Facilitating a Meeting—Best Practices

- Understanding the role of a facilitator and assigning other roles
- Creating a safe environment and open rapport between group members
- Ground rules—their purpose and how to use them
- Keeping the meeting on schedule and agenda focused—avoiding digressions
- Strategies to achieve active participation, collaboration and group involvement
- Using processes for brain-storming and problem solving
- Arriving at win/win decisions through ‘consensus’ facilitation
- Techniques for maintaining high energy in the room
- Reviewing and reinforcing key points and decisions
- How to agree on an action plan and assign point persons for action items
- Debriefing and ending meetings on a high note
- Implementation and follow-through—how to get concrete results

Common problems in meetings

- Dominating participants—how to encourage equal air-time
- Silent participants—how to get them involved
- Disruptive behavior—how to address it
- Conflict—how to deal with opposing views and hostility

COURSE MATERIALS: Participants will receive meeting templates, work-sheets, and a certificate of completion.

For additional information or to schedule a course, contact:

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