

BM-MSLE MEETING SKILLS FOR LEADERS: MAKE MEETINGS MORE PRODUCTIVE



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Business Introduction	Management & Soft Skills	VILT & ILT	NA

INTRODUCTION

Businesspeople often say, "Meetings are a necessary evil." That's only half true. They are essential when running a business, but they don't have to be a negative experience. By attending this practical course, you will learn how to make your meetings more productive and worthwhile for attendees, your company, and yourself, and make your next meeting your absolute best.

AUDIENCE PROFILE

Managers, Senior Management and Executives wanting to distinguish between information- and decision-making meetings, wanting a guideline that will allow them to plan for, and conduct, meetings more effectively whilst keeping the group engaged but focused.

PREREQUISITES

There are no prerequisites for this course.

COURSE OBJECTIVES

By completing this course, you will learn how to:

- Select the Right Type of Meeting to Hold and Plan Effectively.
- Select and Arrange Facilities and Equipment Best Suited to Each Situation.
- Conduct Meetings that are Interactive and Productive.
- Lead Stimulating Discussions and Handle Conflict Effectively.
- Evaluate Meeting Effectiveness and Take steps to Improve Future Meetings.

COURSE CONTENT

Lesson 1: The Effective Meeting

- Defining an Effective Meeting
- Planning an Effective Meeting
- Face-to-Face or Virtual?
- Developing an Agenda
- Selecting Participants
- Notifying Participants
- Choosing a Meeting Time
- Dealing with Common Meeting Problems

Lesson 2: Facilities and Equipment

- Facility and Equipment Guidelines.
- Meeting Room Checklist.
- Guidelines for Visual Aids.

- Projection Methods.
- Arranging Virtual Meetings.
- Conference Calls.
- Online Conferencing.

Lesson 3: Conducting Meetings

- The Meeting Leader's Role.
- Major Components of a Meeting.
- Structuring Information Meetings.
- Structuring Decision-Making Meetings.
- Criteria-Based Rating.
- Criteria-Based Ranking.

Lesson 4: Leading Effective Discussions

- Stimulating Discussion.
- Twenty Tips for Generating Discussion.
- Handling Difficult Situations.
- Understanding Conflict
- Managing Conflict.

Lesson 5: Improving Meetings

- An Improvement Model
- Evaluating Meetings
- Providing Feedback
- A Model for Effective Meetings
- Being a Productive Participant.

ASSOCIATED CERTIFICATIONS & EXAM

There is no exam associated with this course.