

Singapore (Head Office):

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Philippines: Unit 3-B Nicolas Bldg., Quirino Avenue, 8000 Davao City

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Vietnam: 21st Floor Capital Tower, 109 Tran Hung Dao St. Hoan Kiem Dist. Hanoi Vietnam

Cambodia: #54, Street 63 Daun Penh, Phnom Penh, Cambodia

MANAGEMENT SKILLS WORKSHOP – COURSE INFORMATION

EFFECTIVE MEETING SKILLS

A Practical Guide for More Productive Meetings



The Difference between Informational and Decision-Making Meetings

How Conflict Can Have Constructive Consequences

The Most Productive Ways to Simulate Discussion

Solutions to Common Meeting Problems.

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What is the Course About?

Meetings are a commonplace event in modern organizations of all kinds but they don't always accomplish the purposes intended and they often are a source of frustration for participants and the others who expect to benefit from them. The simple approach of this classic in the field is to take you systematically through the components of a meeting:

- Types of meetings and how to evaluate them and to recognize problems
- Planning the meeting from the objectives to participants to timing and space
- Conducting the meeting through structure, content, and interaction
- Improving meeting style and content through feedback and evaluation
- Understanding and developing the model meeting

The checklists, charts, questionnaires and wise advice guide you through this process and help you to plan more successful meetings based on the ideas that have helped hundreds of thousands.

The objectives of this course are:

1. To show how to conduct productive meetings
2. To present techniques for high quality decision making
3. To provide meeting leadership skills

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EFFECTIVE MEETING SKILLS

Contents

Part 1: Introduction

- ❑ Introduction to Effective Meetings
- ❑ What is a Meeting and What Makes One Effective?
- ❑ Types of Meetings
- ❑ Problems With Meetings

Part 2: Planning Meetings

- ❑ To Meet Or Not to Meet
- ❑ Developing and Agenda
- ❑ Selecting Participants
- ❑ Choosing a Meeting Time
- ❑ Arranging Facilities
- ❑ Worksheet for Planning a Meeting



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Part 3: Conducting Meetings

- ❑ The Meeting Leader's Role
- ❑ Structuring Decision-Making Meetings
- ❑ Generating Alternatives
- ❑ Choosing Among Alternatives
- ❑ Stimulating Discussion
- ❑ Handling Difficult Situations
- ❑ Managing Conflict
- ❑ Handling Confrontation in Meetings
- ❑ Being a Productive Participant

Part 4: Improving Meetings

- ❑ How to improve Meetings
- ❑ Meeting Evaluation
- ❑ Setting Meeting Ground Rules
- ❑ Providing Feedback

Part 5: Summary and Conclusion

- ❑ A Model for Effective Meetings



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WHO SHOULD ATTEND: This workshop is essential for all Team Leaders, Supervisors, Executives, and all other responsible staff

DURATION: 2 days (can be customized to 1 or 3 days)

SUPPLIED MATERIALS: Participant Reference Guide, Practical Exercises, and Personality Profile Assessment Guide