



## Meeting Management .....

### The Art of Making Meetings Work

Are you frustrated with the way your meetings work? Do they lack focus? Are there times some members of the group dominate the proceedings? Are you not always sure who should attend? Are you looking for a way to structure meetings to make them more effective yet at the same time maintain an open atmosphere? This one-day meeting management workshop not only covers the simple need of meeting structure, but also includes some intervention strategies, tips on how to write an agenda, and a popular meeting icebreaker.

#### What participants will learn:

- Understand the value of meetings as a management tool
- Recognize the critical planning steps that makes meeting time more effective
- How to start and end meetings on time with a well-constructed agenda
- Identify the role of the meeting chair and the meeting participant
- Identify the steps to take to create an open and safe forum for discussion
- Develop and practice techniques for handling counterproductive behavior

#### Workshop Outline:

As facilitator, you have the option of using a variety of training methods for each workshop. This includes large group discussions, individual work and reflection, small group discussions & exercises, case studies and simulations for role play. Customization will be based on your own needs or information provided by your human resource department or the individual department prior to the workshop. Materials are designed as interactive workshops with a 40/60 split between concept/theory and practical application of skills discussed. Class size should be kept under 20, whenever possible, so each participant will have the opportunity to gain techniques for the types of situations they deal with or expect to deal with.

- **Introductions, Personal Objectives and Agenda Introductions, objectives and an icebreaker**
- **What is the value of meetings?**
- **What are the different types of meetings?**
- **How do we measure whether a meeting has been successful?**

- **Before the meeting**
  - Deciding who should attend
  - Developing an agenda
  - Laying the groundwork: when, where and why
  
- **The role of the meeting chair**
  - Leadership style and meeting success
  - Facilitation style and meeting success
  - Your role and responsibilities
  
- **Preparing to be the chair/leader**
  - Before the meeting
  - During the meeting
  - After the meeting
  
- **The role of meeting participants**
  - Your role and responsibilities
  - Preparing for the meeting
  - During the meeting
  - After the meeting
  
- **Controlling meetings**
  - Creating an open atmosphere
  - Questioning techniques to stimulate discussion
  
- **Dealing with difficult dynamics**
  - Techniques/interventions for controlling discussion
  
- **What makes sustainable agreements?**
  - Building a shared framework of understanding
  
- **After the meeting**
  - Meeting notes
  - Follow-up
  - Follow-through
  
- **Review/Personal Action Plan**
  
- **Evaluations**

This workshop is a detailed insight into the **skills required by Managers**.

- ❖ It is very interactive and includes many activities and exercises to enhance the learning experience.
- ❖ It is spread over the period of one-full day consisting of 8 hrs (9am-5pm)
- ❖ It includes 2 tea breaks and a lunch break

Proposed Training Plan Consists of:

- ❖ **Training Kit** : Handouts, Activities, Exercises
- ❖ **Training Duration**: one full day (8hrs )
- ❖ **Number of candidates**: Minimum=20 Maximum=40
- ❖ **The training venue proposed is** :PC Hotel or Avari Hotel, according to availability of dates assigned by your organization for the training.

## Training Cost:

Cost per Individual Participant is a total of: .....= **Rs.10,500**

Includes cost of:

- Handouts,
- Activity/Exercise material,
- Certificates,
- Tea (twice),
- Buffet Lunch,
- Hotel Facility Charges,
- and Trainers Cost