

Meeting Skills

How to get the most out of meetings

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1 Day: CUA Ref: # 764323

Course Overview

How often have you heard someone say, "Now we can get back to work" as a meeting concludes? Who can blame them when so many meetings are just a waste of time!

But meetings are work and should be treated as such by everyone who attends.

Meetings Skills is an intensive one-day program that develops essential skills in planning, facilitating and participating in meetings.

Participants will learn how to turn meetings into some of the most productive time in their working day. They will understand the principles of managing a meeting and relate this to their work by developing appropriate meeting structures, processes and strategies to achieve positive meeting outcomes.

Recommended For

Managers, team leaders, project managers, supervisors, or anyone who needs to manage or participate in meetings at work.

Benefits

For the organisation

- Staff who can manage productive meetings;
- Greater productivity from meetings;
- Higher performing teams and individuals; and
- An organisation where meetings aren't a waste of time.

For individuals

- An approach to meetings management that is easily learnt;
- Greater confidence to manage and contribute in meetings; and
- Higher performing teams who report to you.

Learning Outcomes

By the end of the program participants will have:	
• Analysed the concepts of Stage and Role;	• Simulated dealing with conflict and difficult participants;
• Compared meetings types including steering groups and committees, project meetings, inter-agency, consultant-agency, working parties, and consultations;	• Understood communication techniques;
• Practised establishing meeting purpose and the setting of agendas;	• Investigated group facilitation techniques;
• Observed various meeting facilitation styles;	• Managed competing stakeholder agendas;
• Worked through meeting preparation and organisation;	• Applied meeting protocols;

<ul style="list-style-type: none"> Formed a clear picture of the different meeting roles and responsibilities of facilitator / chairperson, executive officer, minute taker, and participant; 	<ul style="list-style-type: none"> Applied terms of reference to a work scenario; and
<ul style="list-style-type: none"> Reviewed the features of effective meetings; 	<ul style="list-style-type: none"> Practised reporting meeting outcomes.

Training Methodology

This is a highly interactive and practical program in which participants will:	
<ul style="list-style-type: none"> Discover systems, patterns and techniques that work successfully. 	<ul style="list-style-type: none"> Apply the learning to their work environment in the form of a plan.
<ul style="list-style-type: none"> Participate in discussions. 	<ul style="list-style-type: none"> Present their plans and receive feedback.
<ul style="list-style-type: none"> Conduct real meetings. 	<ul style="list-style-type: none"> Record their learning.
<ul style="list-style-type: none"> Get feedback from interviewees. 	

Presenter

Robert Hounsell is a highly experienced training manager who is internationally recognised and is regularly called on by companies like Barclays Bank to conduct training courses in the UK and Africa. He has consulted to many global companies and conducted training programs in Australia and 13 countries across Europe, the Middle East and Africa. Robert is Director of Training with the Applied Innovation Centre.

Duration - Dates - Venue	Fees per person (including GST)
1 day	\$324 CUA Members
<u>Click here for dates</u>	\$440 Individuals
St. Catherine's College 2 Park Road, Nedlands	\$330 Groups of 3 or more
Free onsite parking	Lunch, morning / afternoon tea included

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**Discover it, learn it, practise it, make it your own,
then *do it for real!***

Cancellations

No refunds will be made on cancellations received after 7 days prior to the event.

Privacy Statement

The Applied Innovation Centre respects your right to privacy and will not provide contact details of course participants to third parties.

Results through **INNOVATION**

