

CONDUCTING EFFECTIVE MEETINGS

Many managers spend up to a third of their time in meetings. Research shows that over 90% of meeting participants feel that at least 50% of their time spent in meetings is wasted. Therefore, most meetings could be cut in half and remain equally productive. This seminar will show you methods for doing this.

OBJECTIVES

- To appreciate the importance of the purpose of a meeting
- To calculate the cost of meetings
- To learn the role of the chairperson
- To learn how to control a meeting
- To be able to deal with problem participants
- To learn the valuable skill of brainstorming
- To participate in a brainstorming meeting
- To make effective decisions through a problem solving meeting
- To participate in a problem solving/ decision making meeting
- To learn techniques to get meetings to start on time
- To identify techniques of follow-up
- To be able to evaluate meeting effectiveness

SEMINAR OUTLINE

Planning Meetings

- Objectives

- Task 1: How to calculate the cost of meetings
- Task 2: Problems with meetings
- Task 3: Improving meetings
- DVD
- When to call and not to call a meeting
- Types of meetings
- Advantages of proper planning

Organising Meetings

- Meeting Checklists
- Objectives
- Agenda
- Visual aids
- Physical arrangements
- Meeting Effectiveness Situation

Conducting Meetings

- Task 4: Brainstorming
- Decision Making: Case study
- Minutes
- DVD

Controlling Meetings

- Role of the chairperson
- Dealing with problem participants
- Effective time keeping

Concluding Meetings

- Assigning responsibilities
- Arranging follow-up

Evaluating Meetings

- Self-assessments
- Task 5
- Areas for improvement

WHO SHOULD ATTEND

Executives, Managers, Team Leaders and others who have to conduct meetings.

METHODS OF INSTRUCTION

Group and individual exercises, case studies, self-assessments, DVDs, lecturettes, team discussions and question and answer sessions.

DURATION

1 ½ days

SEMINAR LEADER:

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