

meeting management



All staff members who regularly organise and facilitate meetings



Full day training course. Half-day or shorter options available



Run at your offices or in a virtual classroom

How much time do we spend in meetings? And how much time do we waste in meetings? Our time is too valuable, so meetings need to hit the mark.

During this meeting management training course, participants learn skills in managing and facilitating effective meetings. This training course is powerful for participants who run meetings in person or remotely.


goals

- prepare and manage effective meetings
- create agendas that help set up productive meetings
- run meetings that achieve clear objectives
- manage meeting timing wisely
- use EQ skills to interact with and involve all participants
- stay in control of difficult meetings
- confidently organise and manage virtual meetings.

EQ
train

*"Meetings without an agenda are like a restaurant without a menu."
Susan B. Wilson*

workshop info

Our facilitator will adapt this meeting management course to the needs of the group and the types of meetings they commonly organise. The following course program is for a full day workshop. Ask us how we can condense the content to a shorter workshop. Topics for half-day option denoted by 

introduction and workshop overview

Participants will review the agenda and will discuss their objectives. Our facilitator will adapt this meeting management course to the needs of the group and the types of meetings they commonly organise.

good and bad meetings

Good meetings are professionally managed, everyone has a say and the meeting ends on time with a productive outcome. Bad meetings are painful for a variety of reasons. Participants will share their experiences of good and bad meetings and discuss the factors that can make a meeting successful or not.

organising meetings

Organising meetings takes thought. Several elements make the organisation of a meeting successful. Participants will learn about having a clear meeting purpose, defining objectives, meeting duration and location.

agendas matter

Agendas are important for effective meetings. They enable the meeting attendees to prepare accordingly or consider why they should attend.

listening skills

Effective meetings need active discussions. The group will learn how a good meeting facilitator will pay close attention to what meeting attendees are contributing. Participants will learn to paraphrase and keep everyone involved and accountable for the decisions being made.

asking questions

As the logical extension of listening, training participants will review the key EQ skill of how to ask effective questions. Through active listening and questioning participants will be able to respectfully promote active discussion amongst all invitees, while at the same time achieving meeting objectives.

managing difficult situations with EQ

Sometimes meetings get sticky. There are difficult meeting situations, such as a participant highjacking the meeting, unpleasant disagreement, nothing is being achieved or the agenda is ignored. Participants will discuss how they can use EQ skills to get the meeting back on track and how they can diplomatically stop disruptive behaviours from others.

virtual meetings

This section will address special virtual meeting challenges, such as technical issues, distractions and ensuring full focus and participation by all meeting attendees.

action plan

Participants work on an action plan during the course.



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