



Conducting Effective Meetings

Duration 5 Days

Course Objectives

By the end of this course participants will be able to:

- ↳ To run more efficient and effective meetings.
- ↳ Identify and use the appropriate task and group building behaviors in meetings.
- ↳ Learn how to deal with disruptive meeting behaviors.
- ↳ Improve their group problem solving process.
- ↳ Use the NEAT meeting process to prepare for and conduct meetings.
- ↳ Learn to address assumptions being made in decision problem solving meetings

Course Outline:

- 1. Meeting or No Meeting**
 - 1.1. Cost of Meetings.
 - 1.2. Alternative to Meetings.
 - 1.3. When not to call a meeting.
 - 1.4. 8 "Go" or "No Go" meeting considerations
 - 1.5. 5 Rules for who should participate in a meeting
- 2. Kinds of Meetings**
 - 2.1. Informational.
 - 2.2. Problem Solving\Discussion.
 - 2.3. NEAT meetings (A process to use for the kinds).
- 3. Meeting Preparation**
 - 3.1. Helpful Hints Before During and After.
 - 3.2. Useful Planning Resource checklists for large meetings.
- 4. Conducting Meetings**
 - 4.1. Conduct of Informational Meetings.
 - 4.2. Conduct of Problem Solving Meetings.
 - 4.3. Group Task Roles
 - 4.4. Group Building Roles.
 - 4.5. Handling Disruptive Behaviors.
 - 4.6. Factors affecting Choice of Roles
 - 4.7. Responsibilities of the designated meeting leader
 - 4.8. Checking Assumptions of Decisions to be made.
- 5. Following Up Meetings**
 - 5.1. Effective Minutes.
 - 5.2. Personal Contact
 - 5.3. (Option 1, If time permits)