

# Running Effective Meetings: Course Synopsis

Meetings remain the richest and most effective mechanism for sharing ideas, framing problems and generating solutions, in all forms of organisation. At the same time, meetings require skilful organisation and management to produce substantial results. Handled poorly, in fact, they may represent a very resource-hungry undertaking. Staff at all levels may be required to assist with running meetings – and need well-developed skills to do so effectively.

This course covers all of the essentials involved with running effective meetings, from creating practical agendas, to coordinating the event, to producing and leveraging the desired results. For each of these functions, we will consider best practice approaches, relate these to your specific context and stakeholders, and develop your skills with targeted activities. This course delivers a comprehensive focus on the organisational, communication-based and interpersonal skills necessary to produce outstanding returns from the meetings you run.

Upon successful completion of this course, participants will be able to:

- Establish practical and relevant meeting outcomes;
- Coordinate the meeting event efficiently;
- Execute the agenda comprehensively;
- Engage participants inclusively, to gather broad-based input;
- Maximise the problem-solving and decision-making potential of meetings;
- Manage challenging behaviours;
- Maintain momentum and interest;
- Capture meeting outcomes; and
- Drive constructive results, following the event.

The target audience for this course is all staff who may be engaged in the process of organising and conducting professional meeting events.

## **Course duration: 1 day**

(May be scaled up to 2 days, through the inclusion of additional context-specific skills development activities.)

