



Greetings,  
Booshoo,  
Tansi,  
Bonjour!

## Making Meetings Matter

### Overview

This situation is most likely familiar. You dread holding a meeting so much that you have butterflies in your stomach. People showing up whenever they get there. Trying to get everyone to agree or make a decision takes hours of discussion. No one is willing to take responsibility for action items.

Every minute of your meetings can and should be powerful and productive. If they're not, the strategies and techniques offered in this workshop will make your meetings more productive and enhance the effectiveness and teamwork of your staff, board or committee. Government, business, school and association staff come together to share information, plan, solve problems, and / or make decisions. Meetings are expensive but necessary and often the best way to communicate information to others and to gain input from stakeholders.

It has been estimated that the cost due to ineffective meetings amounts to \$80,000 per year for every 100 employees. Productive well run meetings have a tremendous beneficial effect on how well an organization functions. If you improve the meetings of your organization you will improve teamwork, productivity, morale and communications. Most team or committee meetings should range between 1.5 hours and 2 hours, if yours last longer and you are not impressed with the results, you need the tools shared in this workshop.

The aim of this workshop is to offer a range of techniques to make meetings more productive. It provides strategies to manage and conduct effective meetings, including techniques for focusing on outcomes, and enhanced decision-making through meeting processes and protocols.

You will finish this course by learning how to end meetings with action items assigned, everyone knowing what the meeting accomplished and what they need to do next.

### **Learning Outcomes and Objectives**

After Taking This Course You Will Have The Knowledge / Skill And Ability To:

- Adopt and utilize good meeting facilitator practices and techniques that ensure meeting participants generate great ideas and an action list that leads to the implementation of the decisions made following each and every meeting;
- Rediscover the power of conversations as a core process;
- Describe the benefits of effective group meetings for organizations and individual group members;
- Identify appropriate reasons for holding a meeting;
- List the characteristics of effective meetings;
- Complete key meeting planning and preparation activities using tools;
- Identify typical structure for effective meetings;
- Apply effective principles to lead and participate in effective meetings;
- Effectively lead meetings and use them as productive methods to communicate, solve problems and make decisions;
- Professionally handle distracting problem behaviours;
- Describe meeting processes and protocols;
- Utilize effective facilitation techniques such as:
  - o guiding, keeping order and focusing the discussion;
  - o managing time and keeping track of the meeting;
  - o managing personality issues during the meeting; and
  - o when to adhere to an agenda and when to roll with the process to achieve the best outcomes;
- Record and prepare effective minutes of the meeting.

**Note:** This course does not cover formal presentation skills and techniques.

### **Who Should Take This Workshop**

Anyone who leads or participates in meetings within or outside their organization. The material in this workshop is basic to intermediate level and designed for managers, supervisors, team leaders, administrators, board directors, and is designed for those seeking to facilitate and chair meetings as a means for effective decision-making and resolving issues. It is also suitable for those who require knowledge of meeting processes and protocols.

Whether you are a decision maker, leader or a meeting goer facilitation skills are necessary tools to assist you being a productive, creative and efficient meeting participant. If you are responsible for organizing meetings facilitation skills and knowledge are requirements to complete the task of planning in effective, efficient and pleasant meetings.

### **Possible Topics**

Role of the Meeting Facilitator  
Preparation for Meetings  
Participant Commitment Before Arriving at Meeting  
When Not to Organize a Meeting  
Creating An Effective Agenda and Follow It.  
Types of Meeting Participant  
Vital Opening and Closing of a Meeting  
Finishing on Time  
The Power of Conversations  
Meeting Process  
Actions Plans and Next Steps to Insure Success  
Increasing Participation, Commitment and Follow Through  
Identifying Your Meeting Leadership Style  
Effective Meeting Facilitation Techniques  
Achieving Sustainable Agreements  
Q & A on How to Improve Your Team Meetings

### **Tools Taught In This Session**

Checklists For Preparation, Conducting And Post Meeting Activities  
Effective Meeting Structure  
Agenda And Note Templates  
Powerful Meeting Intervention Techniques  
Determine the Level of Decision Making  
Practical Process For Creating An Achievable Agenda such as SWOT, Snowball, T-Charts, Parking Lots, and Rotating Groups.  
Techniques For Creating An Effective Meeting Opening And Close.  
A Model For Involving Meeting Participants Every Step Of The Way  
Techniques For Capturing Action Points  
Steps To Close A Meeting  
Meeting Human Needs

### **Learning Facilitator**

Helen Wythe is a certified trainer for Technology of Participation ToP Group Facilitation Skills. She holds a Certified Technology of Participation (CTF) designation through ICA Associates and a Certified Professional Facilitator (CPF) designation through the International Association of Facilitators. Helen is qualified both through academic recognition and 'real world' experience.

### **What's Included**

Guaranteed Small Interactive Sessions  
Specialized Manual and Course Materials  
Suggested Reading List  
Personalized Certificate of Completion

### **Length**

This is a two day workshop starting at 9:00 AM and ending by 4:30 PM with 2 scheduled 15 minute nourishment breaks and a 1 hour lunch break.