

# RUNNING EFFECTIVE MEETINGS



Delivery:  
Face to face or Virtual



Duration: 3-hours



Maximum Participants: 12



Recommended for:  
People who lead and plan all  
types of internal and external  
meetings



Fully Pre-qualified on:  
buy.nsw Supplier Hub,  
VendorPanel and AusTender

## Create better environments for collaboration while reclaiming efficiencies

One side effect of an increasingly collaborative workplace is a corresponding increase in the number of meetings - which can hamper productivity if they are not effectively directed and managed. This workshop helps participants develop the skills and techniques needed to gain the most from every type of meeting, whether they chair, lead, organise or attend. It also covers the skills required to improve the experience and effectiveness of virtual meetings.

### WORKSHOP CONTENT

This workshop starts with the importance of planning and communication, then develops further skills required for both managing and participating in meetings of all varieties. The practical elements include scenarios and active discussions skills practise sessions, helping participants identify and hone specific skills for managing more challenging situations and participants.

### LEARNING OUTCOMES

Upon completion of this workshop, participants will be able to:

- Identify characteristics of successful meetings and causes of ineffective ones
- Understand the roles of meeting organiser and leader
- Develop an effective preparation and organisation plan

- Open meetings with impact
- Stay organised during meetings through the use of rules, agendas and conversations
- Develop meeting guidelines for your organisation/agency
- Manage different styles of meeting participants
- Mitigate dysfunctional behaviour in a meeting
- Improve conference call, virtual or video meetings
- Plan and execute follow-up actions

### MAXIMISE YOUR MEETING EFFECTIVENESS

Create real efficiencies throughout the organisation and encourage disciplined collaboration with this focused and interactive workshop.

### NSW CAPABILITY

#### FRAMEWORK ALIGNMENT

- Personal Attributes
- Relationships
- Results

### RELATED WORKSHOPS ALSO AVAILABLE:

- Dealing Positively with Conflict
- Introduction to Leadership
- Influencing Without Authority
- Effective Communication

“ The training was professionally delivered, relaxed, informative and the presenter was willing to discuss issues indepth. Very valuable. ”