

# RUNNING EFFECTIVE MEETINGS

**Delivery:**

Face-to-face or Virtual

**Duration:** Half day**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

## Manage and participate in more efficient and effective meetings

One side effect of an increasingly collaborative workplace is a matched 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.

### WORKSHOP CONTENT

An effective meeting starts with planning and clear communication, then develops further skills required for both managing and participating in meetings of all varieties. The practical elements include scenarios and active discussion skills practice 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 AVAILABLE:

- Time Management and Prioritisation
- Leadership Fundamentals
- Effective Communication Skills
- Presentation Skills

“ The training was professionally delivered, relaxed and informative. The presenter was willing to discuss issues in-depth. Very valuable. ”