

# Meeting Facilitation Skills

## About the Program

### Program Description:

“That meeting was a waste of time!” You’ve probably heard that before. You may even feel that way most of the time, because no business activity wastes time or creates more frustration than a poorly run, unproductive meeting. Not surprisingly, executives, managers and supervisors spend as much as 50% of their time either conducting or attending meetings, yet receive little, if any, formal training in how to run them effectively. All too often a lot gets said, little gets done, and people are not sure what to do next.

This 1-day workshop provides you with the meeting management skills a leader must have to run effective, dynamic and action-oriented meetings.



### Learning Objectives:

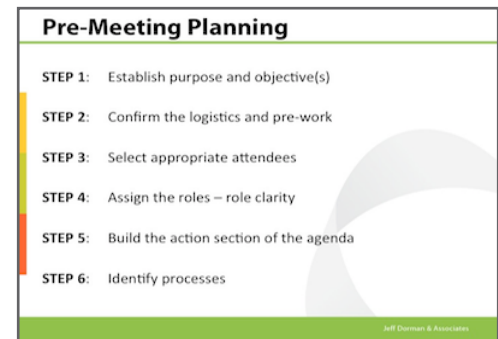
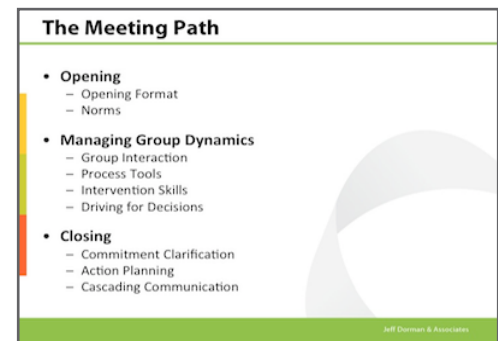
At the end of this workshop, you will understand:

- The appropriate structure of a successful meeting
- Necessary pre-work required for a successful meeting
- How to write clear meeting objectives
- How to establish an agenda and meeting process flow that will help achieve objectives
- How to use various methods and techniques to achieve meeting objectives
- The necessity to create meeting norms
- The importance of fostering “passionate debate” during the meeting
- How to handle challenging behaviors or interruptions during a meeting
- How to utilize intervention skills to handle difficult situations
- How to guide a group to make a decision on a topic
- How to close a meeting with a clear recap and agreements on next steps

### Theme:

Most organizations suffer and endure through ineffective meetings. This does not have to be the case.

By having leaders learn some simple, key skills around agenda design, managing group dynamics, encouraging passionate debate, dealing with difficult behaviors and making decisions, the quality of meetings can improve significantly in your organization.



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