



THE HILL GROUP

Meeting Management Workshop

*DO YOU THINK SOME OF YOUR MEETINGS COULD BE MORE PRODUCTIVE?
THINK IT MIGHT SAVE TIME FOR EVERYONE?*

Workshop Objectives

When the attendees leave this half-day workshop, they'll know how to:

- Plan meetings and agendas in advance
- Have the right people attend
- Politely enforce meeting management rules and guidelines
- Facilitate focused, productive meetings

Methodology

Since we believe that people learn best by participating in their learning, our methodology is to have the attendees discover and uncover most, if not all, of the key tenets an effective meeting manager needs. We'll facilitate their learning by:

- Modeling effective meeting management techniques during the workshop itself.
- Using both whole and small group learning configurations to maximize contributions and suggestions from all attendees.
- Having them role-play some of the more awkward or difficult tasks a meeting managers face.
- Making the learning fun, interactive, and positive.

Workshop Modules

- Establishing objectives
- Deciding to have a meeting or not
- Scheduling and notification
- Barrier to having effective meetings
- Elements that make effective meetings
- Preparing an agenda
- Deciding on participants
- Deciding on a meeting environment
- Setting the tone
- Creating ground rules
- Enforcing the rules
- Seating and eye contact
- Maintaining control and focus
- Handling conflict
- The roles people play
- Facilitation skills and techniques