

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

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

The Hill Group, Seriously Fun Training
1127 Bentoak Court • San Jose • CA • 95129
408.257.7828 • Fax 408.257.1443 • www.hillgroup.com

