

Meetings Course Outline from Carl Emerson InsideOut Solutions

1. Meetings

Meetings are expensive. They cost time, they cost money, they take resources. This workshop gives candidates insights into the knowledge, skills and approaches they need in order to be able to run, contribute and even perhaps enjoy successful meetings.

The aim of this workshop is to enable participants to have an awareness of the main reasons people have meetings and what different approaches, tools and formats are needed to support these goals being reached. We will look at preparation, contribution and facilitation, communication styles, presentation techniques and how to manage energy and engagement.

To make the best use of your time, meeting attendees need to understand the purpose of a meeting, what is expected of them in any role and if they even need to be present. We also need to acquire the knowledge and skills to be able to recognize, accommodate and apply a range of communication strategies in order to work in meetings with others most effectively.

Content

- Best practice before attending meetings
- How to handle yourself in the meeting
- Getting the most from your time in meetings
- Making your contribution have impact
- Top skills for effective running of meetings
- Different types of decisions
- Developing a package of meeting tools to help engagement and deliver quality outputs such as Breakthrough matrix, World Café, Borda Count, MultiVoting, Brainstorming, Charette Procedure, Delphi Technique
- Recognising communication styles, seating positions and what they communicate