Leading Effective Meetings

Overview
This course helps leaders save time and resources by leading meetings that support business needs. Leaders learn how to plan, facilitate, and follow-up on meetings to ensure that there is a payoff for the time invested in meetings.

Target Audience
Informal leaders and leaders at all levels that lead meetings

Learning Objectives
By the end of the workshop, participants will be able to:
- Plan, facilitate, and follow-up on meetings to ensure that business results are achieved.
- Use appropriate intervention techniques to keep meetings on track.
- Ensure that participants contribute effectively and support the meeting's outcomes.

Competencies
- Meeting Leadership

Course Content
- **Introduction:** Learners review the components of a successful meeting—planning, facilitating, and following up. Learners discuss recent meetings they have attended and identify the problems in those meetings. Learners review the importance of well-run meetings, and review the five principles of well-run meetings.
- **Planning:** Participants learn the four steps for planning effectively for meetings. Learners use planning tools to plan for an upcoming meeting that they will lead. Learners participate in an exercise to determine if a meeting is needed in different scenarios. Participants receive a tool to use when planning a meeting.
- **Facilitating:** Learners are provided with an agenda template, and discuss best practices in creating an agenda. Participants are introduced a five-step process for conducting successful meetings. They discuss how to plan for and prevent challenges that might arise during a meeting.
- **Following Up:** The importance of summarizing and recording meetings is discussed. Participants are provided with a tool they can use to use to communicate meeting results and to follow up on meeting outcomes.

Who Needs to Take This Course?
1. Do your leaders know when a meeting is necessary and who should attend?
2. Do your meetings fail to improve productivity?
3. Do your leaders know how to deal with the challenges that cause meetings to get off track?
4. Are your leaders good at planning and facilitating meetings but lacking the skills to follow-up?

Format / Length of Course
Format: Classroom
Length: 2 hours

Cost
$0 per participant for materials

Prerequisites
None

Pre-Work Required?
None

Manager Actions Required

Pre-Class:

- Talk with your employee about strengths and developmental opportunities related to the competencies.
- Relate the information from the course to their job specific responsibilities.
- Ask the employee how they believe they will benefit from the workshop.

Post-Class Support:

- Have a discussion with the employee about their impression of the workshop.
- Help the employee identify situations where they can apply the course content.
- Give the employee feedback about how they are demonstrating the behaviors