

Clear Purpose, Clear Outcome

This workshop provides you with an understanding of how to organise, chair and participate more effectively in meetings.

By the end of the workshop you will be able to:

- Explain the factors that can cause meetings to be ineffective, and apply techniques to overcome these
- State the elements that should be considered as part of the right approach for your organisation in relation to effective meetings – before, during and after
- Explain the roles and responsibilities of:
 - the person organising the meeting
 - those invited to the meeting
 - the person chairing the meeting
 - those attending the meeting

Format

This workshop is delivered as an interactive, engaging and thought-provoking three hour session.



“I think there needs to be a meeting to set an Agenda for more meetings about meetings.”

Jonah Goldberg

Workshop Outline

- Setting the scene
- Sharing experiences of meetings
- Causes of ineffective meetings
- What do you want to achieve, and is a meeting the best way to achieve this?
- Who should be invited, and why?
- Introducing the right approach for your organisation
- Techniques for making meetings more effective
- The purpose of an agenda
- Being an invitee
- Being a participant
- Committing to assigned actions