



## Leadership and Management Development Series Leading Effective Meetings

### Summary

As the leader, it is your responsibility to keep the meeting focused and moving so that the group is able to meet its objectives. This is not always easy when you are trying to manage group dynamics, time constraints, and the myriad of issues that surface when groups of people meet. In this one-day workshop, you will learn how to successfully facilitate any team meeting you might be asked to run, using information, tools, techniques, exercises and practical experience.

### Who Should Attend

Anyone who is responsible for scheduling, leading and following up on meetings.

### Workshop Objectives

Participants will learn how to lead both formal and impromptu meetings.

### Structure

This one-day workshop is divided into six modules:

- Module 1: The Role of a Leader When Running a Meeting:**  
We will review some of the key responsibilities of a meeting leader/facilitator and some of the do's and don'ts of facilitation
- Module 2: Effective Communication Skills:**  
This includes a review and practice of listening, questioning and clarifying skills.
- Module 3: Structuring a Meeting:**  
In this section we will address what needs to be done to plan, conduct and follow-up any and all meetings.
- Module 4: Tools and Techniques:**  
Each stage of a meeting, from planning to the follow-up, requires a variety of tools and techniques to ensure success. In this section we will provide training, examples, and practice in using such tools and techniques as the meeting agenda, brainstorming, multi-voting, selection grid, contingency diagram, force-field analysis, meeting minutes and action plan.
- Module 5: Simulation Meeting Exercise:**  
Each participant will lead a portion of a "real" meeting, using the appropriate tools. Group feedback will be provided to each participant.
- Module 6: Managing Disruptive Behaviors:**  
When individual behaviors interfere in the team's progress, it is often the leader's job to address and manage the problem. In this section we will describe different types of disruptive behaviors, what may be causing them and come up with clear, simple ways of dealing with each type.