

# Effective Team Meetings



## Workshop Content:

This half day Effective Team Meetings workshop will review the following:

- **Why do our meetings need to be effective?**
- **Important aspects of effective meetings**
- **The 'Plan – Do – Review' process for meetings**
- **Meeting roles and responsibilities**
- **Dealing with a meeting bully**
- **Creating ground rules**
- **Practice session – effective team meeting skills**
- **It's as easy as A, B, C**

The workshop is designed for active participation with breakout exercises and role play scenarios. All attendees are encouraged to fully participate and contribute to the activities undertaken.

**Duration: Half Day**

## Introduction:

*Meetings are a necessary part of a functioning organization – everyone has them! However, they can easily become time consuming, go off track and become frustrating for people. An effective person will demonstrate that meetings can be organised, focused, time-effective and productive by appropriately planning, conducting, reviewing and taking follow-up actions. Holding effective meetings enhances your reputation as a credible professional at work.*

The Effective Team Meetings skills workshop focuses on enhancing your skills in preparing for and delivering effective team meetings.

## Course Aim:

To enable participants to make their meetings more effective and productive by achieving their purpose, being more disciplined, staying focused, being effectively chaired, more time-effective, less disruptive and more motivating and professional.

## Training Suitable For:

The course is suitable for anyone who chairs or facilitates meetings and wants to make them more effective.

## Learning Objectives:

- To understand why meetings need to be effective
- To identify the benefits of holding effective team meetings
- To learn the 'Plan – Do – Review' model for planning and conducting effective meetings
- To identify the reason for creating meeting ground rules and practice setting them
- To develop skills in leading and controlling meetings
- How to deal with a meeting bully and handle challenging situations
- To enable people to organise, run and participate in more effective meetings

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