

Chairing Effective Meetings

ClearCut
IT TRAINING

Duration: 1 day

Aims: To help managers get the most from their meetings. Achieve clearly defined meeting outcomes by improving participant contributions and overcoming meeting challenges.

By the end of the course, delegates will:

- Create common understanding of the roles and expectations within effective meetings, including the chairperson, minute taker and participants.
- Develop methods for successfully managing the flow of meetings that promote participant contribution
- Structure discussions to build group consensus and gain a clear decision on each specific agenda item.
- Encourage appropriate participation and eliminate time wasting.

Topics

Planning

- Preparations for chairing a meeting
- Proactive communication
- Agenda
- Minutes

Roles and responsibilities

- Chairperson
- Minute-taker
- Participants

Managing the meeting

- Time management
- Recognise barriers to an effective meeting
- Problems arising during a meeting
- Tackling negative behaviours

Decision making

- Generating ideas and options
- Identifying the best option
- Exploring "Groupthink"

After the meeting

- Minutes
- Actions and progress
- Feedback
- Future meetings