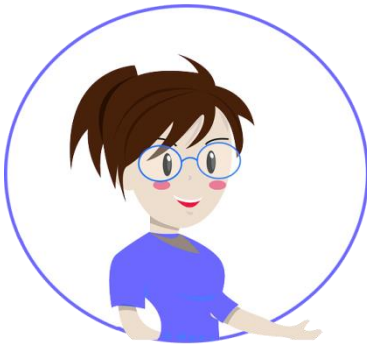


How to Manage Effective Meetings

Aim

Delegates attending this workshop will be able to plan and prepare for facilitation of a meeting, demonstrating an understanding of roles of a facilitator to lead and manage group interactions, determining the rules of procedure, facilitating consensus from the participants about what the meeting should achieve, facilitating the meeting/workshop using various techniques to achieve the outcomes and evaluating and interpreting information to provide guidance towards achieving meeting/workshop outcomes.

About this Course...



To be able to plan and prepare for facilitation of a meeting, demonstrating an understanding of roles of a facilitator to lead and manage group interactions

Who Should Attend this Course?

This course will benefit Supervisors, Managers, and Leaders.

Outcome

At the end of this workshop delegates will have the tools and knowledge with which to facilitate and manage a meeting or workshop, and specifically work toward a format that will make the meetings more productive. This skill allows for more confidence in chairing meetings and is an extremely useful productivity tool.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
242726	5	4	Facilitate meetings/workshops effectively to achieve organisational outcomes

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

Duration: ½ -Day

Content

What is a Meeting?	<ul style="list-style-type: none"> • When and when not to have a meeting • GOOD meetings allow for a group of people to think purposefully together • The legal basis of meetings • Types of meetings
Organising an Effective and Productive Meeting	<ul style="list-style-type: none"> • Planning a meeting • Preparing information packs • Duties before a meeting • Preparing a working agenda and what it should include
Understanding Your Role as Facilitator	<ul style="list-style-type: none"> • The role players and their responsibilities • Choosing a chairperson • Choosing a secretary
Understanding Group Dynamics	<ul style="list-style-type: none"> • Tuckman's model explained and their key behaviours: Forming, storming, norming and performing
Communication	<ul style="list-style-type: none"> • Exploring methods to facilitate effective conversations and avoid deadlock conflict situations • How unassertive behaviour manifests • The criteria for assertive expression
Optimising the outcomes of the Meeting	<ul style="list-style-type: none"> • Problem solving, creativity and communication – using De Bono's Six Hat Thinking • Put it into practice by means of role play
Managing conflict	<ul style="list-style-type: none"> • What is conflict and how does it affect us? • What is conflict management and what does it entail? • Seven attitudes to dissolve conflicts
When to Work with Sub-Groups	<ul style="list-style-type: none"> • Identifying whether you should work with sub-groups or not based on the scenario faced