

Conducting Effective Meetings



Overview:

Meeting management skills are often overlooked by leaders and managers. Meetings are expensive activities when one considers the cost of labour for the meeting and how much can or cannot be accomplished. So take meeting management very seriously. This one-day workshop will help you plan and lead internal and external meetings that are productive, meaningful and results-based.



Benefits of completing this course:

- Gains vital preparation and meeting management skills
- Helps create an effective leadership image
- Increase the effectiveness of meetings



Audience:

Anyone who needs to plan and lead successful meetings.



Learning Outcomes:

- Plan and manage meetings more effectively,
- Characteristics of an effective meeting leader
- Identify the main causes of conflict and ways to resolve conflict in meetings
- Identify the ways to communicate clearly in a meeting
- Ask effective questions during a meeting
- Interpret nonverbal communication and identify the steps to improve nonverbal communication



Delivery:

Workshop



Course duration:

3.5 hours



Certificate:

Certificate of Attendance



Competencies:

- Clear communication
- Set Purpose and Desired Outcomes
- Manage group dynamics
- Manage disruptive behaviours

Delivery Options



Public Schedule



Live-Online



Group Training



In-house

To book this course:

Call: **1300-2GO-CTS**

Web: www.ctstraining.com.au

Email: info@ctstraining.com.au

Competencies:

BSB40207: Certificate IV in Business

BSBADM405B- Organise meetings

Conducting Effective Meetings

Topics covered ...



■ The Basics of an Effective Meeting

- Types of Meetings
- Planning meetings
 - Preparation of Agenda
 - Planning the minutes
- Participating in meetings
 - Managing the flow of a meeting
 - Keeping the conversation focused
- Closing meetings
- Evaluating a meeting's effectiveness
- Distributing minutes

■ Managing Meetings

- What makes an effective meeting
- Meeting roles and Responsibilities
- The role of the leader
- Using a Parking lot
- Decisions and ideas
- Eliminating groupthink
- Preventing groupthink
- Keeping a Meeting on track
- Dealing with disruptions
- Taking minutes

■ Conflicts, Climates, and Difficult Personalities

- Resolving conflicts
- Identifying meeting personality types
- Dealing with various meeting types
- Meeting climates
- Characteristics of positive or negative climate
- Building a positive climate

■ Communicating As Meeting Leaders

- Communicating clearly
- Using effective language
- Assertiveness
- Communication styles to avoid
- Enhancing relationships with participants

■ Listening Effectively and Asking Questions

- Improving listening skills
- Asking effective questions
- Types of questions
- Asking effective questions

■ Communicating Nonverbally

- Nonverbal communication
- Interpreting nonverbal communication
- Communicating through body position

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