MEETING MANAGEMENT TRAINING

Generate a group quote today

Meeting Management

COURSE LENGTH: 1.0 DAYS

New Zealand businesses spend millions per year on staff meetings, so it's important to not only get the most out of your time spent meeting with colleagues, but to assure the company also benefits from any relevant decisions or outcomes.

If you're responsible for setting or managing staff meetings, then the PD Training Meeting Management training course will teach you how to gain accountability, manage the participants, handle disruptions and ensure outcomes are followed through in a timely manner.

Starting with planning and preparing for a meeting, then moving onto managing participants and taking quality minutes to closing a meeting on time, this training course helps develop skills for handling every step required to manage meetings professionally.

This dynamic training course is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

MEETING MANAGEMENT TRAINING COURSE OUTLINE

FOREWORD

A University study has shown that companies are wasting huge amounts of money on inefficient meetings. The study conducted by the University of South Australia discovered that one in three workers admitted to falling asleep in meetings while 87% said they daydream and 26% said they did other work.

Professor Terry Robbins-Jones, head of the University's School of Accounting and Information Systems says "People spend well over 50% of their time working with other people - making it the single most expensive activity in the business world - and yet we know nothing about it," he said.

The University of South Australia study found that 46% of executives felt meetings were a good use of time, while 33% felt that - at best - they were fairly productive. These figures suggest that utilising a "meeting auditor" or "collaborative advocate" could produce cost savings and increased productivity benefits.

This Meeting Management Training Course will assist participants with the appropriate meeting conventions and protocols to managing formal, informal and e-meetings. Participants will learn to apply tools and techniques in planning, participating in, and concluding successful meetings.

OUTCOMES

After completing this course participants will have learned how to:

▶ Plan & prepare for meetings
▶ Identify the correct participants
▶ Gain insight into choosing the right time & place based on meeting type, attendees & necessary outcomes
▶ Create clear & concise meeting agendas
▶ Set up meeting spaces for maximum efficiency
▶ Learn how to incorporate electronic options for remote participants
▶ Define & assign meeting roles & responsibilities
▶ Use an agenda for meeting management garnering a desired outcome & accountability
▶ Chair meetings effectively by dealing with disruptions, professionally handling personality conflicts and taking meeting minutes.

MODULES

Lesson 1: Getting Started

▶ Workshop Objectives

Lesson 2: Planning for the Meeting

▶ Who Should Attend?
▶ Where Should it Take Place?
▶ Writing the Agenda

Lesson 3: Preparing for the Meeting

▶ What Do You Bring?
▶ Electronic or Physical Invitations?
▶ Scheduling and Logistics

Lesson 4: Preparing a Meeting Space

▶ Minimum Requirements
▶ Nice Extras to Consider
▶ Choose a Physical Room Layout

Lesson 5: Electronic Aids/Devices

▶ Options to Consider
▶ Having a Plan B
▶ Decide and Test

Lesson 6: Roles and Responsibilities

▶ The Chairperson
▶ The Minute Taker
▶ The Attendees
▶ Large vs Small Meetings

Lesson 7: Chairing a Meeting - Part One

▶ Positive Start
▶ The Agenda Rules
▶ Parking Lot Options

Lesson 8: Chairing a Meeting - Part Two

▶ Keep the Meeting on Target
▶ Managing Overtime
▶ Holding Attendees Accountable

Lesson 9: Managing Disruptions

▶ Late Arrivals/Early Exits
▶ Mobile Phones Policy
▶ Off Topic Discussions
▶ Conflict Resolution

Lesson 10: Minute Taking

▶ Minutes Explained
▶ Taking Minutes
▶ Minute Templates Reviewed
▶ Ending and Follow-up Action Items

Lesson 11: Getting the Most from Business Meetings

▶ Keeping Meetings Under One Hour
▶ Meeting Gamification
▶ Using Prize Draws
▶ Other Incentives to Consider

WEB LINKS

▶ View this course online
▶ In-house Training Instant Quote

Meeting Management Training Courses are delivered by **PD Training's** Meeting Management training specialists in Auckland, Wellington, Christchurch and throughout New Zealand.