Effective Meeting & Facilitation for Managers and Executives

Introduction

An excess of meetings?

Back-to-back discussion?

Persistent disagreement?

Making meaningful progress is becoming increasingly difficult when there are more and more meeting sessions. Any project's success depends on the ability to facilitate consensus among a group of experts.

In this programme, you will develop team alignment, discover how to identify and handle hidden agendas, lead information-gathering sessions successfully, and acquire skills to support decision-making whether in a physical or virtual meeting setting. Additionally, you will discover how to steer clear of frequent hazards, deal with challenging meeting attendees, and lessen technical meeting obstacles.

Key Learning Outcomes

By the end of the course, participants should be able to:

- Describe the benefits of effective meetings.
- Reduce the time it takes to plan meetings.
- Achieve group consensus quicker.
- Better identify assumed or unspoken needs and requirements.
- Learn techniques for handling participants that disrupt, hijack, or take groups off target in meetings.
- Empower groups to be accountable and responsible for agreed upon activities.
- Develop focus and excitement for new or ongoing initiatives.
- Better understand the different techniques needed for one-to-one, small group, and large group environments.

Duration

2 Days

Target Participants

Management Teams – Middle and Senior Managers, Team Leaders, Supervisors, Senior Executives, Executives, Officers, Administrators, and staff members