

## GETTING RESULTS! MEETING FACILITATION SKILLS

**People spend so much time in meetings that turning meeting time into sustained results is a priority for successful organisations. Actions that make meetings successful require management before, during, and after the meeting. Meetings afflicted with sloppy planning, flimsy agendas, and fuzzy expectations indicate a not-so-effective one.**

### **Benefits:**

This fun and interactive program will introduce participants to strategies to conduct productive and time effective meetings. You'll learn the tips used experienced facilitators to engage participants in problem solving and decision making. You'll learn how to organize meetings, keep them on track, enjoy the interaction with your colleagues and keep participants accountable.



### **Topics to be explored:**

- ▶ To meet or not to meet
- ▶ Types of meetings – which works best for you
- ▶ Establishing meeting protocols, structure, expectations and boundaries
- ▶ Organising and planning for success
- ▶ Roles, responsibilities and obligations
  - Chairperson versus meeting facilitator
  - Minute taker versus note taker
  - Participants
- ▶ Using technology to best advantage
- ▶ Communication techniques to
  - Get participants involved, engaged and accountable
  - Maintain order
  - Keep the meeting on time and on track
  - Ensuring inclusivity
- ▶ Dealing with difficult participants, disruptions and personal agendas
- ▶ Discouraging Groupthink
- ▶ Creative strategies to generate ideas and solve problems
- ▶ Developing and gaining commitment to action plans. Establishing Accountabilities
- ▶ Using incentives, games, activities and prizes
- ▶ Recording decisions and actions
- ▶ Follow up

### **Target audience:**

**Team leaders and staff required to organise and facilitate meetings.**



### **What's included?**

- *Participant workbooks*
- *Interactive workshop*
- *Personalised certificate of completion*

To book this course or learn more about how Learning Insight can assist your organisation contact:

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