

## Meetings

45-minute webinar

Some of us spend a large proportion of our working lives in meetings – and much of this time is wasted. That's why good chairing skills are crucial. This practical and engaging programme shows how skillful chairing can steer a meeting to a successful conclusion, saving considerable time and significantly boosting efficiency.

### Learning objectives

- Learn what makes a great meeting
- Learn what makes a great chairperson
- Learn how to keep your meetings on track and to time
- Learn how to structure and plan your meetings
- Learn how to handle negative, time-wasting and disruptive behaviours effectively

### Format

Designed as a highly interactive 45-minute webinar for groups of 6 to 8, or 60 minutes for groups of up to 12, or 90 minutes for groups of up to 20.

### Webinar overview

#### 1 Achieving best practice in meetings

- What drives you crazy about meetings?
- How and why a meeting can go wrong – and right

#### 2 The perfect chairperson / manager

- What makes someone a really good chairperson/manager of a meeting?
- How the role of the chairperson may be different in different kinds of meetings

#### 3 The before, during and after stages

- Planning ahead of time and setting things up to succeed
- Getting off to a good start by setting the scene
- How to keep the meeting on track and to time
- Bring the meeting to a successful close

#### 4 Handling difficult people and situations

- Managing group dynamics
- Reading the group / meeting
- Dealing with people who waste time, are negative or hold side conversations, etc
- How to handle disagreement / conflict

#### 5 Actions and next steps

- Review
- Personal action planning
- Next steps

#### 6 Close