



Effective Meeting Management

Meetings consume significant portions of our work lives. Productive meetings do not just happen; they require planning, process and participation. This workshop focuses on strategies for conducting a facilitated meeting that meet its intended purpose and is a participatory experience for all of its members. Participants will learn about:

- Types of Meetings in the Workplace - A look at the five primary reasons people meet in the workplace provides the basis for discussion of the value of using a facilitated process for the meetings that routinely occur within organizations.
- Guardian of the Process - The role and responsibilities of a meeting facilitator are defined. The importance of ground rules and the primary function of facilitator as communicator are highlighted.
- The Facilitated Meeting Process - A list of questions for facilitators to consider provides the first step in determining the most appropriate strategies for a particular meeting. A discussion of the steps of the meeting process includes both the pre-planning and actual meeting stages. Such topics as creating a suitable environment, agenda setting, sharing ideas and concerns, problem solving, decision making, and closing and evaluation are covered.