

# Conducting Effective Meetings

Much of a typical employee's time is typically spent in meetings. This 1-day seminar will investigate methods to make your meetings more effective and value-added. This course will define the tools and techniques for making team meetings effective and efficient. Focus will be on appropriate meeting formats, meeting agendas, team rules for effective meetings, the role of team members and facilitators, and communication skills.

**Hours: 8 a.m. – 4 p.m.**

**Length: 1 day**

## Course Objectives:

Participants will learn proven techniques for planning, organizing and conducting effective meetings. Participants will also examine useful techniques for reaching consensus during decision-making meetings.

## Who Should Attend:

Supervisors, potential supervisors, team leaders, team captains, managers, executives, and all other operational employees.

## Related Seminars:

- Essential Skills for the Modern Manager
- Essential Skills for the Modern Supervisor
- Building High Performance Teams



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## Seminar Content

### To Meet or Not to Meet

- Determining when a Meeting is needed.
- Defining the Purpose of the Meeting and Desired Outcomes
- Routine or Special Meetings
- Meeting Opportunity Costs- The Real Cost of Meetings
- Alternative to Meetings

### Planning your Meeting

- Who needs to be there?
- Assigning a Meeting Champion
- Group Dynamics
- Setting the Length of the Meeting
- Where and When
- The Meeting Agenda

### Preparing for the Meeting

- Identifying Points to Clarify
- Research
- Preparing for Opposition

### Holding the Meeting

- Meeting Roles
- Meeting Objectives
- Setting Ground Rules
- Setting the Time Limit
- Eliciting Participation
- Staying on Track
- Using the Parking Lot

### Meeting Challenges and How to Handle Them

- Latecomers
- Common Interruptions and How to Handle Them
- Destructive Criticism
- Decision-making

### Closing the Meeting

- Summarizing Actions
- Evaluating the Meeting
- Meeting Minutes