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## **Better Meetings**

### **A one day programme**

The most important business decisions usually need a meeting and meetings are a problem. They take up too much time, they achieve very little, and they frustrate everyone. If this is your experience, then this programme enables you to change the meetings you attend. We cover how to plan and execute good meetings, whether you are a participant or the chairperson. We show how, by the application of a few simple rules, meetings become worthwhile and effective.

### **Key elements of better meetings**

Badly planned meetings are usually the norm, with no stated objectives, or events have made the objectives outdated or not relevant. There is little or no preparation apart from, if you are lucky, an agenda scribbled out by the overworked chairperson, who more often than not uses the last agenda. Reports due to be discussed are given out just before the meeting at best, more frequently at the meeting. So here, we all are, sat round the table for our weekly meeting with no objectives, an old agenda, no timetable and the information on which we are to base our decision has just appeared. Is it any wonder we make no progress?

### **The programme enables participants to:**

- Understand how good meetings are conducted
- Appreciate the role of the Chairperson.
- Be able to plan and organise an effective meeting.
- Be able to give effective contributions and presentations to a meeting.
- Be aware of the structured approach to decision making..

### **Learning outcomes:**

Understanding the importance of effective meetings is a first step to being able to make a start at shortening them and making them contribute more. People will understand how to reduce their meeting attendances, but deliver contributions that are more effective. This improved meeting philosophy, for chairpersons, secretaries and contributors, will make meetings better all round and reduce the number and duration required.

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## **Programme Agenda**

### **The trouble with meetings**

Meetings, are they necessary?  
So we do need a meeting  
Ensuring meetings pay  
Why do we have bad meetings?  
Improving your meetings

### **Running a meeting**

Chairperson and secretary  
The nuts and bolts  
Making contributions  
Influencing a meeting  
Cabals  
Meeting animals

### **The structured approach to decision making**

A structured method of decision making  
The meeting's over  
Follow up and follow through  
Developing your meeting skills  
Presentation skills  
Here's to the next time

### **Typical delegates are:**

All those people who plan, run, organise, or just attend meetings and those who wish they took less time and were more effective. In addition, those people who wish to reduce the number of meetings in their organisation.

### **Planning a meeting**

Who should attend  
The Chairperson  
Why am I here?  
The Agenda  
Venues and timings

### **Meeting politics & strategies**

Manipulating meetings  
Strategies and tactics  
Dealing with the opposition  
Caging the animals  
The ambush  
Power and politics