
Project Meetings

A one day programme

Most important decisions made about a project are at meetings, and meetings are a problem. They take up too much time, they achieve very little and they frustrate everyone, as they are usually badly planned and organised. If you recognise this experience then this programme enables you to change the project meetings you attend. We cover how to plan and execute good project meetings, whether you are a participant or the chairperson. We show how, by the application of a few simple rules worthwhile and effective project meetings happen. The key to making project meetings effective is to design the experience around action and value planning. Projects are all about action either pre-emptive or reacting to risks and issues. To achieve this they need to have agendas and minutes designed with these criteria in mind. This training programme will give you a strategy to change your project meetings for the better.

Key elements of project 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Badly planned meetings are usually the norm, with no stated objectives, or events have made the objectives outdated or not relevant.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? This statement could apply to all types of meetings including project meetings, however project meetings have their own unique problems and there are several different types – for example, a kick off meeting, progress meetings, audit meetings, team meetings, risk meetings, and a close down meeting. Therefore, anyone on a project needs a few extra meeting skills to deal with a project.

The programme enables participants to:

- Understand the conduct of good project meetings.
- Appreciate the role of the Chairperson and Secretary.
- Be able to plan and organise an effective project meeting.
- Be able to give effective contributions and presentations to a project meeting.
- Design effective action orientated agendas and minutes.
- Be aware of structured decision making.

Learning outcomes:

An understanding of the importance of effective project meetings is a first step to being able to make a change. People will understand how to reduce their meeting attendances, but still deliver effective contributions. The improved project meeting philosophy, for chairpersons, secretaries and contributors will make project meetings better and reduce the number and duration required.

Programme Agenda

The trouble with project meetings

- Project meetings are they necessary
- So we do need a project meeting
- Ensuring project meetings pay
- Why do we have bad project meetings?
- Improving your project meetings
- Cutting out the dead wood

Planning a project meeting

- Who should attend the project meeting?
- The Chairperson, project manager or sponsor
- Why am I here?
- The Agenda – action design
- Minute design for project actions
- Venues and timings

Running a project meeting

- Duties of the Chairperson and secretary
- The nuts and bolts
- Making effective contributions
- Influencing a meeting
- Cabals
- Project Meeting animals

Meeting politics & strategies

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

A structured approach to project decisions

- Understanding the structured method
- The project 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 project meetings.