

CDU delivering AIM Professional Short Courses

Effective Meetings

Are your meetings really effective? Many managers spend substantial amounts of time planning, attending and running meetings. This course covers a number of techniques that will assist in achieving desired meeting outcomes. The program will help participants to ensure that meeting agenda items are covered and that attendees maximise their contributions within the allocated meeting time.

Designed for

Managers, project managers and team leaders responsible for organising and running business meetings.

Learning Outcomes

- Identify essential elements in preparing and conducting productive meetings
- Establish a plan and process to achieve desired meeting outcomes
- Conduct focused and time-efficient meetings
- Identify processes and issues that help and hinder contributions
- Develop tactics to improve contributions and achieve desired meeting outcomes
- Apply facilitation skills for discussions, problem solving and resolution of issues
- Develop guidelines for meaningful agendas and minutes

Course Content

- Meeting preparation
- Purpose, scope and value of meetings
- Essential elements of effective meetings
- Managing people and task issues that enable or disable effective meetings
- Role of the chairperson or facilitator
- Actioning meeting outcomes

Course Duration: 1 day