



Half Day Better Meetings – Running Order

Meetings – Start with the end in mind, what do we want as outcomes?

Workshop Duration Three Hours 30 minutes

Workshop Purpose

- To identify the key components and rules of effective meetings
- To remind team leaders and team members as to their responsibilities when attending meetings

Session 1 Why have a meeting

Outcome

Understanding the different purposes of Meetings, and the obstacles to be overcome to ensure an effective event.

Process

- Syndicate exercise: -
 - Why are meetings called, why do they often fail to deliver expected outcomes.
 - Collation of meeting types and most common causes of meeting failure.

Session 2 What are the component parts of a successful meeting?

Outcomes

Identify the must do's

Process

- **Syndicate exercise:** -
 - What should be the rules of meetings in this organization
- **Briefing**
 - The structure of meetings
 - Identify the roles of all attendees
 - Plan supporting documentation and administration

Session 3 *Effective regular one2ones*

Outcome

Identify and understand the key components of one to one meetings.

Process

- Syndicate exercise
 - As a team member what's on the agenda for your 1 to 1 with your team leader?
 - As a team leader what's on the agenda for your 1 to 1 with your team member?
 - As a team manager what's on the agenda for your 1 to 1 with your team leaders?

Session 4 What are you going to do next

- Individual exercise
- Closes with participants identifying the concerns they still have about chairing or contributing to meetings and their plan to remedy these concerns. Also a public commitment of one thing they are going to do that will improve their meeting skills within the next 90 days, and confirming this commitment in writing.