

MEETINGS

Run fewer, better and quicker meetings

◆ ABOUT THE COURSE

41% of us now complain that meetings are our biggest time-waster at work (Shoretel). The truth is they are often irrelevant, time-consuming and badly run. But we still need meetings; they are essential to communication, collaboration and decision-making. We just need to re-learn how to use them effectively.

In this session we will show you how, transforming how you and your colleagues meet going forwards.

◆ SESSION AGENDA

- 01 The Cost of Bad Meetings**
Explore why meetings so often waste time and identify the behaviours that make them more productive.
- 02 Meeting Overload**
Learn how to reduce unnecessary meetings and ensure the right people are involved for the right reasons.
- 03 Rethinking Meetings**
Discover alternative meeting formats and approaches that improve energy, focus and outcomes.
- 04 Planning Effective Meetings**
Understand how good preparation, clear purpose and structure lead to more productive discussions.
- 05 Running Engaging Meetings**
Learn practical techniques to encourage participation, keep discussions on track and leave meetings with clear actions.

◆ INTERACTIVE EXERCISES

Gripes and Commitments

List your common meeting annoyances and commit to changes that improve your meeting culture.

Meeting Audit

Review your meetings this week and mark up any that are unnecessary or have unnecessary attendees.

Meeting Ideas to Implement

Choose new meeting formats to implement and decide when you will try them.

Preparation Checklist

Plan your next meeting using the Why, Who, What and Where framework.

Technique Matching

Match the right technique to common meeting challenges, such as dominant speakers or low engagement.

◆ LEARNING OUTCOMES

- ◆ Grasp the principles of effective meeting design, setting clear objectives and outcomes.
- ◆ Discover strategies to tackle meeting overload.
- ◆ Learn techniques to manage meeting attendees more effectively.

FACILITATED SESSION

This is a facilitated, discussion-led workshop rather than a lecture. Your coach guides the group through practical exercises, encourages open discussion, and creates an engaging environment where participants can share experiences, challenge their thinking and learn from one another.