

RUN EFFECTIVE MEETINGS COURSE

"Meetings get a bad rap, and deservedly so - most are disorganized and distracted. But they can be a critical tool for getting your team on the same page."

Justin Rosenstein



OVERVIEW

This course provides participants with tools and strategies for managing and enhancing interaction in meetings.

Meetings must be focused on clear objectives that you wish to obtain. They should not be just a matter of "keeping in touch". This means you must prepare thoroughly and write a clear but concise meeting agenda and plan.

During the meeting the discussion should be managed professionally. The meeting must be clearly focused. You must use careful listening and interactive skills to identify and clarify opportunities, issues and problems. This course takes a practical approach to developing and enhancing meetings that are effective and achieve desired outcomes for you, your meeting participants and your organisation.

WHO IS THIS COURSE SUITABLE FOR?

This course is suitable for managers and others responsible for managing meetings.

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COURSE CONTENT

SESSION	KEY LEARNING CONTENT
Prepare for the client meeting	<ul style="list-style-type: none">- The value of effective meetings- Identify the specific opportunities that you intend the meeting should Identify- Set clear goals and outcomes for the meeting: what would you ideally like to achieve as a desirable outcome and what is the minimum acceptable outcome from the meeting?- Schedule the meeting and discuss key items with key participants by phone or email so they can prepare- Develop the meeting agenda planning your key steps and significant questions you may ask- Prepare documentation and/or visual aids required for the meeting and to be sent out before the meeting
Run the meeting effectively	<ul style="list-style-type: none">- Review the significant issues- Use carefully chosen questions to probe and invite input- Be prepared to stay silent when appropriate- Keep the meeting on track and on schedule- Seek a win-win outcome if you negotiate during the meeting- Identify shared responsibilities for actions decided- Summarise the outcomes and actions to be taken- Record results and action outcomes and schedule
Follow up the meeting to optimise results	<ul style="list-style-type: none">- Send participants written confirmation of agreement for action and follow up- Take follow up action as promised and keep stakeholders informed of progress

HOW THIS COURSE DRIVES RESULTS

- Enables attendance at meetings to be an effective use of time
- Create consistency in the way that meetings are managed so they are a worthwhile investment

GROUP DELIVERY OPTIONS:

- Half day face to face OR
- 2 x 90 sessions delivered via Zoom or other video platform

INDIVIDUAL DELIVERY OPTIONS:

- This course is available as a course by coaching.
Contact FMI for more details

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CUSTOMISED COURSES

FMI is able to design a bespoke training course specifically for your organisation.

FMI's team has extensive experience designing courses and programs for clients across a range of industries and for a range of purposes.



FMI can develop workshops, course materials and activities that are designed to meet your objectives. In addition to tailoring content, FMI can design assessment tools and projects.

These programs can be aligned with role descriptions, performance management systems, capability frameworks and other key learning and development standards and programs that the organisation has in place.

FMI is able to customise the program so that it can be presented as an in-house program with your organisation's branding and specific content such as a graduate entry program. Programs can be delivered by FMI or by someone from within your organisation.

FMI can provide capability overviews for each of the modules for your review. Please contact FMI to discuss which modules are appropriate for your management teams

MORE INFORMATION

Reading an overview is often not enough to make a decision about whether that course or program is suitable for you, your team or organisation. Please contact us to discuss your specific challenges, development needs and strategic initiatives. We can advise you on suitable learning and development solutions, even if it includes courses, programs or services not included in our catalogue.

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ABOUT FMI

The Frontline Management Institute (FMI) uses a practical, work based approach to deliver high quality, engaging and flexible management training and coaching that drives results for managers, their teams and their organisations.

With over 20 years' experience designing and delivering, FMI has helped thousands of managers and leaders to raise their standard of work whilst also ensuring organisations achieve a healthy return on investment. We have worked across many sectors including construction, infrastructure, resources, energy, community, health, consumer products and services, government and public services, financial services, technology, media and communications, transport and logistics. We work with people across a range of levels of experience and seniority including:

- Managers and leaders
- Frontline managers
- Team leaders and supervisors
- New managers
- New supervisors and team leaders
- Teams and team members

ENQUIRIES AND BOOKINGS

For more information please contact our friendly team and we will be happy to discuss with you.

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