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## **MAKING MEETINGS WORK**

Successful meetings increase productivity, enhance reputations and build relationships. The roles of the chairperson and of other meeting participants are crucial to a successful outcome. This workshop focuses on the responsibilities of all participants: preparation, planning and timing, including the special skills needed by a chairperson to lead the meeting to a satisfactory outcome for all. Through exercises, discussion and role plays, participants develop skills in managing and influencing meetings and also ensuring their points are heard and understood. We also help participants understand how their choice of meeting technology will affect their approach and outcomes.

## **BENEFITS**

**After this one-day workshop you will be able to:**

- participate more effectively in meetings
- have an awareness of the personality types and roles within the framework of meetings
- have an enhanced understanding of the expectations of meetings

## **LEARNING OBJECTIVES**

**You can expect to:**

- examine different types of meetings and meeting technology
- set and evaluate goals and expected outcomes for meetings
- understand the importance of personality types and roles

## **COURSE OUTLINE**

### **First Principles**

- Beginning at the end
- Meetings as part of the collaboration system
- Work change: Meeting change

### **What Meetings Need**

- What's wrong with meetings?
- How do you shape up?
- Setting the rules?
- The agenda

### **New Meetings**

- Collaboration and technology
- Making technology choices

### **Key Players**

- The guest list
- The heavenly duo
- Are you a chairperson smoothie?

**Managing the Meeting**

- Managing the discussion
- Meeting strategy
- Managing conflict
- Building consensus
- Closing a meeting
- Summing up

**Case Study****Who the course is for**

Executives and managers who frequently have to lead and participate in cross-functional teams; people who frequently convene and chair meetings.

**Individual price:** MAD 1,800 (includes lunch & refreshments)

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