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Meetings:

Meetings that work

Meetings are a vital component of work. Successful meetings save time and create productive outcomes. This programme coaches you in very practical techniques to increase the chances of successful long and short-term results.

Problems in meetings

- The very common and avoidable problems of most meetings
- Your unique challenges in managing meetings

Planning more productive meetings

- Ways to reduce the amount of time spent in meetings
- How to get the purpose clear
- Getting the right people, time and meeting type
- Planning an effective agenda
- Doing the groundwork to save time and hassle
- Useful ground rules for meetings

Leading the meeting

- Opening to orient the group
- Keeping tabs on both the tasks and the process
- Concluding an agenda item and beginning the next
- Ending effectively
- Ways to keep the notes
- Improving decision making
- Processes for handling conflict
- The all-important follow-up

Facilitating good communication

- How to use a facilitative approach
- Assertive listening – the key to Effective Leadership
- Questioning skills to keep the meeting on track
- How to get your message across
- Using non-verbal communication