

Facilitating Effective Meetings

Course information



tnta
THE NATIONAL TRAINING ACADEMY



Overview

Meetings are essential in every organisation. When facilitated well, they provide the opportunity to drive change, discuss idea's, collaborate, and make key decisions. They can however be a waste of business hours when not managed effectively.

Times have changed beyond recognition and many meetings are now held online. Whether your meetings are face to face or over Teams or Zoom, the basic principles of good facilitation and management remain the same.

This course is for anyone that facilitates or chairs meetings, deputy chairs and attendees who want to get better results when collaborating with others.

This course contains the following modules:

Module 1 - Preparing for meetings - In this module you will look at preparation for meetings, barriers potential attendees may face, agendas and ground rules.

Module 2 - Key meeting documents - In this module you will look at setting the agenda, minutes and reports.

Module 3 - Encouraging active participation - In this module you will look at the facilitation mode, different behaviours, managing conflict and constructive challenge, managing behaviour whilst encouraging contributions and the decision-making process.