Running Effective Meetings & Facilitating Groups

(Full-Day Interactive Workshop – 10 to 60 participants)

Introduction

Would you like to have shorter more productive team meetings? This program provides some of the most commonly used approaches to structured group meetings.

This facilitated workshop helps your group learn to develop ideas together, shows you how to share ideas and much, much more.

Key Topics

- Starting / Closing of Meetings
- Use of Affinity Diagrams
- Brainstorming Techniques
- Nominal Group Techniques
- Group Communication Techniques
- Round-Robin Sharing
- Interactive Group Process
- Setting Ground Rules
- Evaluation Techniques

Outcomes

- Participants will acquire skills on how to have an effective meeting
- Participants will learn meeting facilitation skills
- Better understanding of communicating effectively
- Key skills in building and effective team
- How to create an agenda and stick to it
- Learn how to keep to the planned meeting time

Approach

A combination of short lectures along with facilitated group exercises