

Workshop Title	Managing and Facilitating Effective Meetings/Workshops																																																																																																																																	
Why invest in this workshop?	Because the average employee spends 2 hours in meetings per day, yet 50% of them are considered unproductive because they are poorly prepared and managed* <i>(*Source: Atlassian.com)</i>																																																																																																																																	
Who is it for?	Anyone with responsibility for arranging, facilitating or following up on meetings																																																																																																																																	
What output(s) will attendees learn to produce?	<p>1. Attendees will complete a template to define an improved structure/approach for a meeting that they are involved in or expect to be involved in:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8" style="background-color: #002060; color: white; text-align: center;">Meeting Input - Team Progress Review</th> </tr> </thead> <tbody> <tr> <td style="background-color: #002060; color: white;">Overall Objective(s):</td> <td colspan="3">- To ensure team remains on track with action plan</td> <td style="background-color: #002060; color: white;">Meeting type (if face to face consider if this is required to meet objective)</td> <td colspan="3" style="background-color: #002060; color: white;">Face to Face Meeting</td> </tr> <tr> <td style="background-color: #002060; color: white;">Participants:</td> <td colspan="3">- A - B - C</td> <td style="background-color: #002060; color: white;">Will all of these people input to or need to hear each session?</td> <td colspan="3" style="background-color: #002060; color: white;">Yes</td> </tr> <tr> <td style="background-color: #002060; color: white;">Date:</td> <td>20 April 2017</td> <td style="background-color: #002060; color: white;">Location:</td> <td colspan="5">Oxford Street Offices</td> </tr> <tr> <td style="background-color: #002060; color: white;">Start:</td> <td>10:00</td> <td style="background-color: #002060; color: white;">Room Layout:</td> <td colspan="5">Horseshoe style with facilitator in front</td> </tr> <tr> <td style="background-color: #002060; color: white;">Finish:</td> <td>11:00</td> <td style="background-color: #002060; color: white;">Tech Needed:</td> <td colspan="5">Laptop with projector and/or LCD screen</td> </tr> <tr> <td style="background-color: #002060; color: white;">Agenda items:</td> <td>5</td> <td style="background-color: #002060; color: white;">Stationery:</td> <td colspan="5">Flip chart paper, flip chart, pens, post it notes</td> </tr> <tr> <td style="background-color: #002060; color: white;">Facilitator:</td> <td>DH</td> <td style="background-color: #002060; color: white;">Note Taker:</td> <td colspan="5">AB</td> </tr> <tr> <th rowspan="2" style="background-color: #002060; color: white;">Agenda item</th> <th colspan="2" style="background-color: #002060; color: white;">Time</th> <th rowspan="2" style="background-color: #002060; color: white;">Duration</th> <th rowspan="2" style="background-color: #002060; color: white;">Session Title</th> <th rowspan="2" style="background-color: #002060; color: white;">Session Owner</th> <th rowspan="2" style="background-color: #002060; color: white;">Session Objective (Intended outcome)</th> <th rowspan="2" style="background-color: #002060; color: white;">How Objective Will Be Delivered (Steps/process to work through)</th> <th rowspan="2" style="background-color: #002060; color: white;">Inputs Required Add (P) and/or (S) if to be printed/sent before meeting</th> </tr> <tr> <th style="background-color: #002060; color: white;">Start</th> <th style="background-color: #002060; color: white;">Finish</th> </tr> <tr> <td style="background-color: #002060; color: white; text-align: center;">1</td> <td style="background-color: #002060; color: white;">10:00</td> <td style="background-color: #002060; color: white;">10:10</td> <td style="background-color: #002060; color: white;">00:10</td> <td style="background-color: #002060; color: white;">Actions</td> <td style="background-color: #002060; color: white;">AB</td> <td style="background-color: #002060; color: white;">To ensure previously agreed actions are progressed as planned</td> <td style="background-color: #002060; color: white;">1. 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How will they produce it?	<p>MODULE 1: Preparation</p> <p>1a (30 mins): Understand productivity loss/cost of poor meetings and their causes</p> <p>1b (15 mins): Define the objective and most appropriate format</p> <p>1c (30 mins): Break down outcomes to meet the objective & steps to deliver them</p> <p>1d (30 mins): Set roles, agenda items/timing/owners, inputs & preparation actions</p> <p>1e (15 mins): Identify attendees considering contribution, sign-off and conflict</p> <p>1f (15 mins): Establish the most appropriate room layout and set-up requirements</p> <p>1g (15 mins): Complete logistics checklists (invites, room/equipment, printing etc.)</p>																																																																																																																																	





Format	<p>MODULE 2: Facilitation</p> <p>2a (15 mins): Set up the meeting (Room, agenda, expectations, ground rules)</p> <p>2b (1 HR): Exhibit positive meeting behaviours and managing challenging ones</p> <p>2c (30 mins): Use time management techniques (parking lot, time contracts etc.)</p> <p>2d (45 mins): Use facilitation techniques (suggestions, open/closed questions, query, check understanding, summarise, bring in others, build consensus etc.)</p> <p>2e (15 mins): Summarise (review, ensure actions have owners/target dates etc.)</p> <p>MODULE 3: Follow-up</p> <p>3a (30 mins): Put together meeting outputs (decisions, minutes and/or actions)</p> <p>3b (15 mins): Establish a process to update progress/actions for the next meeting</p>
Duration	1 Day (for full course) or can be broken down into modules/sub-modules as above
How Success Measured	Option to have feedback collected from meeting audiences or managers before and 6/12 months following the course to assess if skills have improved

