

Marvellous Meetings

Workshop Contents

Module #9

Marvellous Meetings covers the following. It can be run as a half day, 2 x 2 hour sessions or 4 x 1 hour sessions.

<p>Section 1: Amazing Agendas</p> <p>For formal meetings what steps to take to put together an effective agenda, gathering agenda topics, ordering the agenda effectively, using the right titles and headings, the details to include and understanding what the agenda item is for. And you'll have to test your skills on a terrible agenda!</p> <p>Learning Outcome: Demonstrate writing an effective agenda.</p>	<p>Introductions 10 mins</p> <p>Overview 10 mins</p> <p>Exercise & debrief 40 mins</p>
<p>Section 2: Chairing Challenges</p> <p>In this section we work through the role of the Chairperson and the skills needed as well as the other official roles you may need to have at your meeting. You'll work through a number of challenges or problems that can occur with chairing or running meetings so you can identify ways that will work for you to overcome these challenges.</p> <p>Learning Outcome: Practising tools and skills to Chair effectively.</p>	<p>Chair's role 15 mins</p> <p>Challenges exercise & debrief 35 mins</p> <p>Action Plan 10 mins</p>
<p>Section 3: Decision Making</p> <p>Often the Chairperson will have to facilitate decisions during the meeting. This section takes participants through some different decision making techniques, the pros and cons for each, and we discuss situations when you may use each method.</p> <p>Learning Outcome: Knowing which decision making style to use.</p>	<p>Overview of methods 15 mins</p> <p>Exercise & debrief 45 mins</p>
<p>Section 4: Rethinking your meetings</p> <p>Lastly we work through any other challenges that can occur when holding meetings, and cover a number of new ideas and techniques that you can use to rethink your meetings, make them more innovative, effective and enjoyable!</p> <p>Learning Outcome: Using techniques to rethink meeting management.</p>	<p>Challenges 20 mins</p> <p>New Ideas 25 mins</p> <p>Action Plan 15 mins</p>