

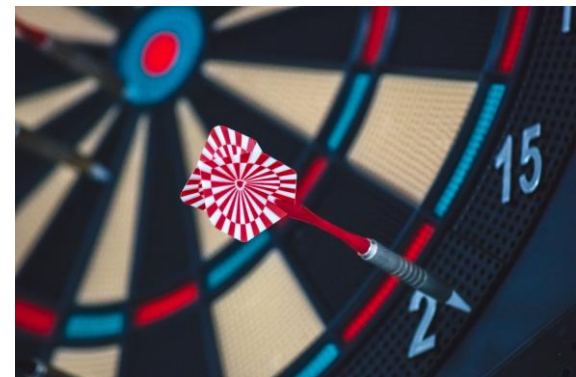


Run Effective Meetings

Run Effective Meetings

By the end of the Power Hour you will be able to:

- Describe the characteristics of effective meetings
- Plan a meeting and produce a useful agenda
- Select appropriate tactics for managing meetings



Characteristics of Effective Meetings



The Purpose of a Meeting



To provide
or receive
information



To make
a decision



To solve a
problem



To plan
something

Planning a Meeting

- Gather ideas from other key participants before circulating the agenda.
- Write the objective or purpose of the meeting at the top of the sheet to keep people focussed.
- Prioritise key points to be discussed and allocate time to each point.
- Structure the agenda in a logical way.
- Make the last point on the agenda 'Summary and Agreed Actions'.
- Avoid 'Any Other Business' (AOB)



The Role of the Meeting Leader



The Skills of a Meeting Leader

Listening

Questioning

Summarising

Encouraging

Challenging

Clarifying

Assertive

Open-minded

Influencing

Diplomacy

Observant

Fair

Practical Tips for Effective Meetings

1. Listen
2. Encourage discussion
3. Ask for specific contributions
4. Take a step back
5. Summarise
6. Interrupt/Stop discussion
7. Assert your authority
8. Seek clarification
9. Refer to the agenda and time
10. Use silence
11. Write things down
12. Ask for commitment/ action



Make it Work at Work

What are you going
to **DO** as a result of
this Power Hour
Session?





Thank You
&
Good Luck