



## Half Day Better Meetings – Running Order

### Meetings – Start with the end in mind, what do we want as outcomes?

**Workshop Duration**     Three Hours 30 minutes

#### Workshop Purpose

- To identify the key components and rules of effective meetings
- To remind team leaders and team members as to their responsibilities when attending meetings

#### Session 1     **Why have a meeting**

##### **Outcome**

***Understanding the different purposes of Meetings, and the obstacles to be overcome to ensure an effective event.***

##### **Process**

- Syndicate exercise: -
  - Why are meetings called, why do they often fail to deliver expected outcomes.
  - Collation of meeting types and most common causes of meeting failure.

#### Session 2     **What are the component parts of a successful meeting?**

##### **Outcomes**

***Identify the must do's***

##### **Process**

- **Syndicate exercise:** -
  - What should be the rules of meetings in this organization
- **Briefing**
  - The structure of meetings
  - Identify the roles of all attendees
  - Plan supporting documentation and administration

#### Session 3     **Effective regular one2ones**

##### **Outcome**

***Identify and understand the key components of one to one meetings.***

##### **Process**

- Syndicate exercise
  - As a team member what's on the agenda for your 1 to 1 with your team leader?
  - As a team leader what's on the agenda for your 1 to 1 with your team member?
  - As a team manager what's on the agenda for your 1 to 1 with your team leaders?

#### Session 4     **What are you going to do next?**

- Individual exercise
- Closes with participants identifying the concerns they still have about chairing or contributing to meetings and their plan to remedy these concerns. Also a public commitment of one thing they are going to do that will improve their meeting skills within the next 90 days, and confirming this commitment in writing.