Facilitating & Managing Meetings

Productive and energized meetings are vital for keeping everyone informed and aligned. Some simple tools and techniques can help you guarantee well-structured and balanced meetings that use time as effectively as possible. Your challenge is to make sure you manage the process and the participants superbly well; so that way everyone will want to attend to your meetings.

Successful meetings progress projects and ideas. They drive your agenda forward in a timely manner, whether you're meeting in person or via virtual means.

Attend this workshop to learn how to facilitate and manage meetings for optimal results.

How do I know I should attend this workshop?

1. Have you ever thought 'this meeting was a real waste of time'?
2. Would you like to look forward to the meetings you run?
3. Would you like to know more about how to manage a meeting process?
4. Could you benefit from learning some effective facilitation techniques?
5. Would you like to get greater insight into group dynamics and how to work with them?

If you answer yes to most of these five questions, then this workshop is for you.

What will I do?

You will cover:

- Understanding how to plan, contract and work with a group
- Reviewing the behaviors that contribute to successful meeting outcomes
- Learning how to recognize what's happening in a room - even if you're in an online (not physical) space
- Dealing with difficult meeting situations quickly and effectively
- Learning some simple facilitation techniques that drive engagement and results

What are the outcomes?

By the end of this workshop you will have:

- Thought about effective agenda and boundary setting
- Learned to recognize, support or challenge helpful and unhelpful meeting behaviors
- Understood the potential pitfalls of group and individual dynamics
- Dealt with typical tricky situations
- Practiced delivering a selection of facilitation techniques and received video feedback

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How do I prepare?

To make this as useful as possible, you need to come with two ideas for meetings.

Who is iOpener?

We develop people and organizational performance through the power of happiness at work.