

How to hold successful meetings

Aims

By the end of this course, you will

- Understand the key factors that result in successful meetings
- Know how to construct effective agendas and minutes
- Understand the kinds of behaviours that can help and hinder meetings
- Be able to participate in skilful decision-making
- Know how to manage disagreement and conflict in meetings.



Outline programme

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| Session 1 | Introduction to the course and to one another |
| | Making sense of our experience of meetings |
| | The principles behind truly successful meetings |
| Session 2 | Preparation and environment |
| | Agendas and minutes |
| | The decision-making process |
| Session 3 | Behaviour in meetings – what helps and hinders |
| | Useful roles |
| | Balancing enquiry and advocacy |
| Session 4 | Managing disagreement constructively |
| | Review of course and individual action points |