PROFESSIONAL DEVELOPMENT TRAINING

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1.0 DAY COURSE

# Meeting Management

**Did you know that businesses spend millions of dollars per year on meetings? But most of the meeting attendees of these reported assemblies spend their time daydreaming and even snoozing.**

**Meetings should be taken seriously by every employee as these are very important to the success of any organization. But,what if the meeting is dull and boring? Well, we cannot blame the attendees if they cannot focus during the whole duration. Well-managed meetings should be lively, engaging and informative enough to draw the attendees' full attention and cooperation. The BIG question is how can the facilitator take hold of the attendees' full concentration? Learn how by enrolling in a Meeting Management training course!**

**This Meeting Management training course teaches you how to avoid wasting time, how to create well-prepared presentations, how to keep the audience's attention, etc. Participants will learn planning and leading strategies to give them the confidence to handle a meeting that will entertain attendees, handle disruptions and create a positive and long-lasting impression.**

**This effective training course is available now in Kuala Lumpur and Malaysia.**

**This Meeting Management training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.**

**Contact us today for a quote.**

## What You'll Gain:

An Australian University study has shown that companies are wasting huge amounts of money on inefficient meetings. The study conducted by the University of South Australia discovered that one in three workers admitted to falling asleep in meetings while 87% said they daydream and 26% said they did other work.

Professor Terry Robbins-Jones, head of the University's School of Accounting and Information Systems says face-to-face meetings are costing Australian businesses a whopping A$19bn a year. "People spend well over 50% of their time working with other people - making it the single most expensive activity in the business world - and yet we know nothing about it," he said.

"Bearing in mind that collaboration - including the time spent in face-to-face meetings - probably accounts for well over half the total costs of any organisation, companies should be thinking about having a budget for it or monitoring how effectively it operates," he added. The University of South Australia study found that 46% of executives felt meetings were a good use of time, while 33% felt that - at best - they were fairly productive. These figures suggest that utilizing a "meeting auditor" or "collaborative advocate" could produce cost savings and increased productivity benefits.

**This Meeting Management Training Course** will assist participants with the appropriate meeting conventions and protocols to managing formal, informal and e-meetings. Participants will learn to apply tools and techniques in planning, participating in, and concluding successful meetings.

# Outcomes

- Plan & prepare for meetings
- Identify the correct participants
- Gain insight into choosing the right time & place based on meeting type, attendees & necessary outcomes
- Create clear & concise meeting agendas
- Set up meeting spaces for maximum efficiency
- Learn how to incorporate electronic options for remote participants
- Define & assign meeting roles & responsibilities
- Use an agenda for meeting management garnering a desired outcome & accountability
- Chair meetings effectively by dealing with disruptions, professionally handling personality conflicts and taking meeting minutes.

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# Modules

### Lesson 1: Getting Started
- Workshop Objectives

### Lesson 2: Planning for the Meeting
- Who Should Attend?
- Where Should it Take Place?
- Writing the Agenda

### Lesson 3: Preparing for the Meeting
- What Do You Bring?
- Electronic or Physical Invitations?
- Scheduling and Logistics

### Lesson 4: Preparing a Meeting Space
- Minimum Requirements
- Nice Extras to Consider
- Choose a Physical Room Layout

### Lesson 5: Electronic Aids/Devices

- Options to Consider
- Having a Plan B
- Decide and Test

### Lesson 6: Roles and Responsibilities

- The Chairperson
- The Minute Taker
- The Attendees
- Large vs Small Meetings

### Lesson 7: Chairing a Meeting - Part One

- Positive Start
- The Agenda Rules
- Parking Lot Options

### Lesson 8: Chairing a Meeting - Part Two

- Keep the Meeting on Target
- Managing Overtime
- Holding Attendees Accountable

### Lesson 9: Managing Disruptions

- Late Arrivals/Early Exits
- Mobile Phones Policy
- Off Topic Discussions
- Conflict Resolution

### Lesson 10: Minute Taking

- Minutes Explained
- Taking Minutes
- Minute Templates Reviewed
- Ending and Follow-up Action Items

### Lesson 11: Getting the Most from Business Meetings

- Keeping Meetings Under One Hour
- Meeting Gamification
- Using Prize Draws
- Other Incentives to Consider

**Talk to our expert team**

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