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## College Africa Group - Meeting Management: The Art of Making Meetings Work

Meetings come in all shapes and sizes, from the convention to a quick huddle in an office hallway. This one-day workshop will be concerned with small working meetings; with groups that have a job to do requiring the energy, commitment, and talents of those who participate.

Members of such a group want to get some kind of result out of their time together: solving problems, brainstorming, or simply sharing information. At its best, such a group knows what it is about, and knows and utilises the strengths of individual members.

This one-day workshop will teach participants how to:

- Understand the value of meetings as a management tool
- Recognise the critical planning step that makes meeting time more effective
- Identify process tools that can help create an open and safe forum for discussion
- Develop and practice techniques for handling counterproductive behaviors

### **The Basics for Effective Meetings**

To begin, participants will explore the key characteristics of successful meetings. Participants will also discuss types of meetings and alternatives to holding a meeting.

### **The Best and Worst of Meetings**

Participants will work in small groups to identify the characteristics of effective meetings and ineffective meetings.

### **Holding Productive Meetings**

During this session, participants will explore the keys to productive meetings through large group discussion and a case study.

### **Preparing for Meetings**

Participants will be given planning guidelines, including tips on determining the time and attendees.

### **Agendas**

This session will educate participants about the importance of agendas. Participants will also take part in a small group activity to reinforce the concepts.

### **Setting the Place**

During this session, participants will look at some things to consider when choosing the location and physical setup for the meeting.

### **Leading a Meeting**

Next, participants will learn skills for leading a successful meeting.

## **Process and Content**

This session will explore the differences between process and content. Participants will also learn about ground rules, different techniques for engaging meetings, and facilitation skills.

## **How to Control a Meeting**

Participants will explore types of difficult dynamics and solutions in a group exercise.

## **A Plan for Success**

To wrap up the day, participants will work in small groups to create an action plan for areas of weakness identified in their pre-assignment.

### **Contact**

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