



Palomino Training Solutions
specialists in corporate training

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Meeting Management Training (1 Day)

Course Overview

Fact: *If meetings can be managed more effectively, they will be more valuable and overall successful.*

Meetings come in all shapes and sizes, from the convention to a quick huddle in an office hallway. This 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, setting goals or priorities, or simply defining with each other some mutual needs and fears and hopes. At its best, such a group knows what it is about, and knows and utilises the strengths of individual members.

This workshop includes dynamic trainee/trainer interactions and discussions, written and oral exercises, case studies, reflection, quizzes and a workbook for each participant to take back to the workplace.

Target Audience

All managers or supervisors, team leaders or line managers who need to run meetings with their employees.

Course Outline

SECTION 1: The Basics for Effective Meetings

1. Types of Meetings
2. Characteristics of Meetings

SECTION 2: The Best and the Worst of Meetings

SECTION 3: Holding Meetings

1. Timing your meeting

SECTION 4: Preparing for Meetings

SECTION 5: Agendas

SECTION 6: Setting the Place

SECTION 7: Meeting Preparation

SECTION 8: Leading a Meeting

1. Failure of Leadership
2. Top Tips



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SECTION 9: Your Role As Group Leader

1. Required Skills

SECTION 10: Process and Content

SECTION 11: What is a Facilitator? Why Have One?

1. Chairing vs Facilitating

SECTION 12: Key Behaviours for a Facilitator

1. Required Behaviours

SECTION 13: How to Control a Meeting

SECTION 14: Difficult Meeting Participants