



## Conducting Effective Meetings

Meetings play a role, in organizations that aim to achieve their goals effectively. It is vital for organizations to conduct meetings that're both efficient and effective as this helps save time that can be utilized for productive tasks. The purpose of this training session is to enhance the effectiveness of meetings. Specifically, it aims to assist teams and individuals in understanding their roles during meetings while also eliminating meetings caused by planning, poor communication and counterproductive behavior.

By attending this training session, you will gain the skills needed to organize meetings within your organization. Additionally, you have the flexibility to tailor the training session according to your industry and organizations specific requirements.

## **Course Overview**

This course is designed for individuals who want to learn about the principles and tools used by facilitators to enhance meeting productivity.

Throughout this one-day course participants will learn how to;

- Plan and manage meetings effectively.
- Understand facilitation concepts and apply them in practice.
- Communicate effectively during meetings.
- Foster a safe environment for discussions.
- Adapt meeting Informality based on the context.

### **Recognizing the value of conducted meetings as a management tool.**

To ensure the professionalism, efficiency and effectiveness in your meetings it is crucial to understand their value. The collaboration, between departments within your organization not fosters creative thinking but also aids in coordinating efforts and planning. Our team of trainers will emphasize the significance of meetings for an organization. Provide participants with valuable insights on their active involvement.

### **Enhancing communication among meeting**

Participants is an aspect covered in this session. Participants will acquire powerful communication skills that contribute to more productive and efficient meetings.

### **Recognize the critical planning step that makes meeting time more effective**

During this segment participants will gain an understanding of this step and how to incorporate it into their meeting planning process.

### **Identify process tools that can help create an open and safe forum for discussion**

The session highlights process tools that facilitate secure forums for discussion. Utilizing these tools can significantly enhance the efficiency and outcomes of meetings allowing you to organize sessions without wasting any time. If your objective is to achieve results and improve performance, within timeframes this section is tailored specifically for you.

### **Understanding the level of formality or informality, in meetings**

The nature and purpose of a meeting will greatly influence whether it should be formal or informal. You have the option to choose between an informal meeting based on what you aim to accomplish during the session.

### **Developing and Practicing Strategies for Dealing with Unproductive Behavior**

During this segment our trainers will share their experiences. Offer effective solutions, for managing such issues.

### **Conclusion**

As we conclude the session your team will have an opportunity to ask questions and create an action plan.

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