



AT A GLANCE:

M MANAGING EFFECTIVE MEETINGS



WHAT'S THIS THEME ABOUT?

“Properly run meetings save time, increase motivation, productivity and solve problems.” – www.business-balls.com

Meetings are an important part of running our business. We've all been in meetings where we've accomplished a lot and felt good about our involvement, and in other meetings where we can't wait for them to end. Effective meetings involve planning, preparation and skills that both leaders and their team members can learn. While we don't always have full control over the success of meetings, this theme is about helping our managers plan and structure our meetings to be as effective as possible.

WHY IS THIS IMPORTANT?

Effectively run meetings significantly increase the opportunity for healthy discussions. This helps our managers achieve a range of tasks, such as sharing information, problem solving and decision-making, and delegating. Effective meetings don't only help us use our resources wisely, they can also build momentum – getting the team excited and empowered to take action.

IDEAL OUTCOMES

Managing Effective Meetings is about our managers knowing:

- What an effective meeting looks like
- Their role in managing effective meetings
- The available tools for planning and delivering successful meetings

Managing Effective Meetings is about our managers being able to:

- Recognise the value of effectively managed meetings
- Define some guidelines for managing meetings
- Identify different approaches for various types of meetings
- Use a 'blueprint' for managing their next meeting

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