

Facilitating Meetings

OVERVIEW

This course has been developed for employees who are called upon to attend meetings either in the capacity of a meeting leader or as a meeting participant. For the meeting leader, it provides the knowledge and skills necessary to plan, conduct and follow up an effective meeting. The course also describes the competencies required to be an effective meeting participant and how to take minutes.

This course ensures employees will be able to realize the objectives of a meeting and lead it accordingly. When called upon to participate in a meeting, employees will be able to demonstrate the desired behaviours of a participant.

OBJECTIVES

At the conclusion of this 1 day course, the participant will be able to:

1. evaluate if a meeting should be held
2. prepare a meeting agenda which contains a clear objective
3. identify techniques for facilitating interaction
4. lead a group to reach consensus
5. identify strategies for handling challenging participants
6. describe how to take appropriate minutes
7. describe how to be an effective meeting participant
8. demonstrate the leader and participant roles in a meeting