

Meeting Leadership and Facilitation Skills

Many meetings are a waste of time. People often wonder why they are there and find meetings unproductive, boring and demoralising.

Yet, an effective meeting, well facilitated, enables people to make a contribution, to express a viewpoint and participate in the decision process. Quality leadership is needed to maximise the talents, ideas and contribution of those attending.

Traditional chairmanship is often no longer enough. The modern meeting leader needs to understand group dynamics, participative decision-making and how a facilitation role can enhance the meeting processes.

This highly interactive workshop delivers the practical skills to lead discussion in a group environment. These skills are valuable not only to the meeting leader, but also to those who attend as a meeting participant.

The key issues addressed include the understanding of group dynamics; the roles people often play in meetings and the group process necessary to stay on track for better decisions.

The skills developed will increase confidence in a variety of meeting types and processes. The session includes skills in coping with a range of disruptive behaviours often encountered in community and workplace meetings.

The program is a highly interactive workshop, to maximise the learning. Participants are directly involved in the training process and the practical skills developed are readily transferable into the participants own meeting environment.

RECOMMENDED FOR:

Anyone who needs to manage group discussion or wishes to be more effective as a meeting leader or participant.

PROGRAM OUTCOMES

At the conclusion of this program, participants will have:

- Practical skills and tools to better manage group discussion and processes at meeting.
- Understanding of roles people often play at meetings and how to use interpersonal influence skills and techniques to cope with a variety of disruptive behaviours.
- Skills and processes to assist a group facilitate change and expand the options in problem solving and decision-making.
- A checklist of practical ideas for effective meeting planning to set the scene and overcome blockages that occur on the way to decision.

PROGRAM OPTIONS

- Workshop – Supported by workbook/manual

PROGRAM CONTENT

Planning and Preparation

- Defining the meeting purpose and planning the content for the agenda.
Planning the level of formality and best process to develop discussion.
Planning the timing and most effective minutes to record outcomes.

Leadership and Facilitation

- Analysis of the different styles of leadership necessary, depending on the motivation and maturity of the attendees. How the complexity of the issues and the size of the meeting group influence the leadership and facilitation style.

Managing the Discussion Process

- Understanding of the specific skills and attitudes, necessary to manage discussion. The importance of differentiating the content from the process and what processes will be most effective in alternative circumstances. How to work for consensus and use brainstorming and multi-voting if required.

Interpersonal Influence Skills

- Because of the diversity of views at many meetings, special skills are necessary for the leader to effectively manage the process of discussion. These include reflective listening and observing, a range of questioning and probing techniques. Emphasis is also given to assertive communication and body language.

Skills to Keep the Group Motivated and on Track

- How to keep the meeting focused, through techniques to maximise group involvement. Methods to bring in reluctant participants, build trust and maintain neutrality. How to assess the level of intervention necessary to maintain momentum towards decision.

Managing Difficult Group Behaviours

- Each individual brings a different level of motivation and maturity to a meeting and a range of different behaviours and attitudes will emerge. Specific skills are developed to manage domineering participants, side conversations and digressions, put downs, disinterest, negativity and conflict between group members.

Self Motivation and Control

- A checklist of ideas and practical concepts to assist in maintaining self-motivation and assertiveness when confronted with challenging and negative attitudes and issues.

Presented by Brian Greedy

Brian is one of Australia's leading professional speakers and trainers in business development.

Each year he delivers over 150 speeches, seminars and workshops for clients in all states, NZ and the UK.

He draws from over 20 years grassroots business experience in management, marketing and sales, including the development of highly successful food distribution business from start up to a multi-million dollar turnover.

An engaging and inspiring presenter with a pragmatic "how to" approach in communicating his knowledge makes him one of Australia's most sought after conference and seminar speakers.

"Real life experiences made easy to relate to, great tips, great training delivery"

Melinda Budd, Training Co-ord, Harvey World Travel, Kogarah, NSW

Read more of what others have said about Brian Greedy's programs at www.briangreedy.com



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