



4D Group

Magic Meetings

Who Would Benefit?

Meetings do require an outcome – something gets done, either for you, for the other person(s), or it is mutually beneficial for both. However it's not just what is achieved, it's also how you achieve it – how you approach and control the meeting; how you involve participants and influence or persuade others.

Objective

This course is designed to develop the skills of the chairperson.

Content

Understand the factors that determine the necessity of a meeting.
Appreciate the different types of meetings and the roles people should and could play.
Understand the range of skills required to chair a meeting.
Effective meeting preparation.
Implement a process for running the meeting.
Finish a meeting positively and manage the follow-up.
Know own personal communication style and how to adjust to suit a meeting.
Effective preparation to lead a meeting.
Know the differences between assertive, aggressive and passive behaviours.
Understand and practice the three steps to assertive behaviour to help control the meeting.
Understand a range of influencing techniques to promote a successful outcome.
Demonstrate enhanced listening skills.
Deal confidently with a range of meeting participants (e.g. the Head Shakers, the Air Time Hogs and the Sid Silents).

Duration

One day

Minimum Numbers

Four delegates