PROFESSIONAL DEVELOPMENT TRAINING

3158 3955

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1.0 DAY COURSE

Meeting Management

Singaporean businesses spend billions per year on staff meetings, so it's important to not only get the most out of your time spent meeting with colleagues, but to assure the company also benefits from any relevant decisions or outcomes.

If you're responsible for setting or managing staff meetings, then the PD Training Meeting Management training course will teach you how to gain accountability, manage the participants, handle disruptions and ensure outcomes are followed through in a timely manner.

Starting with planning and preparing for a meeting, then moving onto managing participants and taking quality minutes to closing a meeting on time, this training course helps develop skills for handling every step required to manage meetings professionally.

This Meeting Management training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

What You'll Gain:

Did you know that Singaporean businesses spend millions of dollars per year on meetings?

An University study has shown that companies are wasting huge amounts of money on inefficient meetings. The study conducted by the University of South Australia discovered that one in three workers admitted to falling asleep in meetings while 87% said they daydream and 26% said they did other work.

Professor Terry Robbins-Jones, head of the University's School of Accounting and Information Systems says "People spend well over 50% of their time working with other people - making it the single most expensive activity in the business world - and yet we know nothing about it," he said.

The study found that 46% of executives felt meetings were a good use of time, while 33% felt that - at best - they were fairly productive. These figures suggest that utilizing a "**meeting auditor**" or **"collaborative advocate"** could produce cost savings and increased productivity benefits.

This Meeting Management Training Course will assist participants with the appropriate meeting conventions and protocols to managing formal, informal and e-meetings.

Participants will learn to apply tools and techniques in planning, participating in, and concluding successful meetings.

Outcomes

After completing this course participants will have learned to:

- Plan & prepare for meetings
- Identify the correct participants
- Gain insight into choosing the right time & place based on meeting type, attendees & necessary outcomes
- Create clear & concise meeting agendas
- Set up meeting spaces for maximum efficiency
- Learn how to incorporate electronic options for remote participants
- Define & assign meeting roles & responsibilities
- Use an agenda for meeting management garnering a desired outcome & accountability
- Chair meetings effectively by dealing with disruptions
- Professionally handle personality conflicts
- Take meeting minutes.

Modules

Lesson 1: Getting Started

- Workshop Objectives

Lesson 2: Planning for the Meeting

- Who Should Attend?
- Where Should it Take Place?
- Writing the Agenda

Lesson 3: Preparing for the Meeting

- What Do You Bring?
- Electronic or Physical Invitations?
- Scheduling and Logistics

Lesson 4: Preparing a Meeting Space

- Minimum Requirements
- Nice Extras to Consider
- Choose a Physical Room Layout

Lesson 5: Electronic Aids/Devices

- Options to Consider
- Having a Plan B
- Decide and Test

Lesson 6: Roles and Responsibilities

- The Chairperson
- The Minute Taker
- The Attendees
- Large vs Small Meetings

Lesson 7: Chairing a Meeting - Part One

- Positive Start
- The Agenda Rules
- Parking Lot Options

Lesson 8: Chairing a Meeting - Part Two

- Keep the Meeting on Target
- Managing Overtime
- Holding Attendees Accountable

Lesson 9: Managing Disruptions

- Late Arrivals/Early Exits
- Mobile Phones Policy
- Off Topic Discussions
- Conflict Resolution

Lesson 10: Minute Taking

- Minutes Explained
- Taking Minutes
- Minute Templates Reviewed
- Ending and Follow-up Action Items

Lesson 11: Getting the Most from Business Meetings

- Keeping Meetings Under One Hour
- Meeting Gamification
- Using Prize Draws
- Other Incentives to Consider

Talk to our expert team

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