

# Effective Meetings

This dynamic workshop is aimed at giving managers the necessary knowledge and skills on how to conduct effective meetings. It is recommended that any person who has to run meetings from time to time, attend this workshop. Areas covered in the programme are:

- Importance of relationships
- Who is responsible?
- The rules and regulation on conducting meetings
- Effective meeting preparation
- Starting the meeting ie: ground rules, roles
- Conducting the meeting
- Meeting techniques and tools
- Problems and stumbling blocks to conducting an effective meeting
- The managers checklist
- Managing the virtual meeting
- Guarantee meeting success
- The impact of bad meeting and how to make a difference



**COURSE DURATION: 2 DAYS**



# About the course

SETQAA Accreditation  
Services SETA - Decision Number 2072  
NQF Level: 4  
Credits: n/a

## Target Audience

The target audience would typically consist of any person interested in knowledge and skills in the area of effective meetings, specifically admin, sales and management.

## Training Methodology

The methodology is based on interactive learning ie: learners will learn by doing. Furthermore, learners will make use of examples from their own organisations, thus ensuring that the learning is anchored at their workplaces. As with all Quintica training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

## Course Outline

This 2 day course will cover the following modules:

Module 1: Orientation to conducting effective meetings:

- Various forms of meetings
- Most important factors to successful meetings
- Reasons why meetings fail
- The impact of ineffective meetings

Module 2: The meeting process from organising to closure:

- Planning and agenda setting
- Preparation and organising specifics
- Creating awareness and preparing delegates
- Conducting the meeting
- Meeting closure
- Follow-up and monitoring

Module 3: Planning the meeting:

- Meeting purpose and objectives
- Developing the agenda
- Prioritising items, task and time allocation
- Selecting methodology and tools
- Finalising date, time and place
- Selecting participants and distributing agenda
- Preparing and distributing materials

Module 4: Facilitating the meeting:

- Clarifying roles
- Establishing ground rules
- Maintaining pace
- Facilitating discussions
- Managing participation
- Facilitating decisions
- Closing and evaluation of meetings

Module 5: Dealing with problems and stumbling blocks:

- Group dynamics and power struggles
- Preventative measures
- The art of focus
- Crisis management

Module 6: Conducting the virtual meeting:

- Various forms of virtual meeting
- Audio conferencing
- Data conferencing
- Teleconferencing
- Video conferencing
- E-conferencing

## Bookings and Enquiries

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