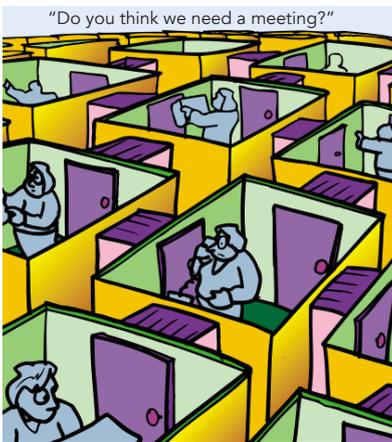


Managing Effective Meetings

A fully designed and resourced, one-day experiential learning workshop



At RSVP Design we firmly believe that even traditional skills, such as the skills of managing meetings, can be taught in inspiring ways. We've used all of our experience to pull together theory, good practice and practical activity to create this engaging and participative workshop for anyone who manages, chairs or simply attends meetings. The skills apply to many types of meeting, from formal board meetings to informal problem solving meetings or focus groups. We've tested these workshops with learners from public and private sector organisations and they've all commented on the value and relevance of the material. Now we are offering you the opportunity to run these workshops in-house, so that more of your staff will have the opportunity to overcome the traditional grumbles about "too many meetings and not enough action!"

The materials supplied with this workshop design and full facilitation manual include:

- 2 x sets of Images of Organisations toolbox activity
- 2 x sets of the Workstations toolbox activity
- 2 x laminated sets of briefs for the 'Charity Challenge' decision-making exercise (also on CD for reproduction if required)
- 1 x PowerPoint Presentation
- A Participant Workbook, for reproduction as required, is included on the CD supplied.

The workshop lasts for 7 hours and there are enough materials supplied to work with a group of up to 16 participants, in parallel groups of 8.

Feedback:

"I've never been to a workshop about a boring subject and enjoyed it so much. Why can't these learning techniques be used in more of our workshops? The time flew past and I will definitely be able to use what I've learnt in managing and contributing to meetings in future."

This feedback is from a satisfied participant from the Greater London Authority, for whom RSVP Design delivered 'Managing Meetings' workshops for employees from a variety of functions and levels of seniority.

KEY OBJECTIVES:

- To understand the range and purpose of different types of meeting
- To recognise the importance of planning and preparation in the success of meetings
- To understand how to use agendas and pre-work to prepare for meetings
- To practise the skills of effective 'chairing' and meetings management
- To develop strategies and skills for generating ideas in 'creative' or problem-solving meetings
- To develop strategies for decision-making and reaching agreement
- To consider how to record, action-plan and follow-up the output from meetings

To add MANAGING EFFECTIVE MEETINGS WORKSHOP to your resource library: