

For the Performance of your Life.

Dramatically Different Meetings

Participatory Meetings that Work

(Half to 1 day workshop)

Every organization invests countless hours in meetings. Maximize your investment. Learn sure-fire techniques that make meetings effective and make participants want to attend.

WHO SHOULD ATTEND

Individuals attending this session are involved in one or more of the areas below:

- Planning meetings/Managing projects
- Facilitating meetings
- Managing teams.
- Working within a team

WHAT THE SESSION PROVIDES

The workshop teaches participants skills to strategically plan and expertly facilitate effective participatory meetings. Participants both experience and practice tested techniques. Attendees will increase their meeting's effectiveness exponentially.

WHAT PARTICIPANTS LEARN

After attending this session, the participants will be able to:

- Set a positive tone for each meeting
- Recognize and empower each individual
- Create an environment where ideas flourish
- Arrange the room to maximize group effectiveness
- Master active listening
- Learn skills to facilitate group listening and cooperation
- Utilize different learning styles to engage every participant
- Learn problem-solving techniques that generate hundreds of new ideas
- Plan agendas that work
- Plan outcomes and process for each topic
- End meetings with positive, solution focused evaluations

Introduction

- *Meeting Myths and Realities*
- *Meeting Skills = People Skills*

Strategy 1 - See Participants as People

- *Create a positive atmosphere*
- *Positive openings*
- *Check-ins*

Strategy 2 - Create a Theater of Ideas

- *Focus your room*
- *Set your stage*

Strategy 3 - Practice Listening Skills

- *Active Listening and Empathic Listening*
- *Open Discussion Listening Skills*
- *Drawing out, Mirroring, Stacking, Tracking*

Strategy 4 - Change the Game

- *Visual Learners*
- *Tactile/Kinesthetic Learners*
- *Aural Learners*

Strategy 5 - Open Discussion Alternatives

- *What Questions*
- *Idea Generation*
- *Small Group Work*
- *Structured Go Arounds*

Strategy 6 - Agendas that Work

- *Think Outcomes and Process*
- *Develop Action Agendas*
- *Design a process for each topic*

Strategy 7 - Evaluate each Meeting

- *Positive Closings*
- *Check outs*

Bibliography

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