

# meeting facilitation skills

SKILLSHOT™ clinics



Are your meetings as effective as they could be?

Do you sometimes struggle to keep meetings positive and action-oriented?

**"Purgatory is a meeting that goes off on a tangent. Hell is a meeting that ends there."** Jack Pitney

For most of us, meetings take up a large proportion of our working time. Many meetings waste time – a lot of time when you add up the people hours consumed. Others are well-conducted and accordingly energise, promote action and bring genuine business benefits. Relatively simple changes to the way we plan, execute and facilitate meetings can have a significant impact on their effectiveness, efficiency and output.

In 2 hours you will

- Appreciate the importance and having a solid agenda and clear meeting objective
- Develop techniques to ensure participants prepare fully prior to the meeting, so input is constructive
- Learn how to maintain meeting focus, keep discussions on track and eliminate distractions
- Learn how to deal with 'off-agenda' items
- Learn how to create a meeting environment where participants are motivated to contribute
- Learn how to keep meetings moving forwards in a time efficient manner
- Learn how to use meetings as vehicles for positive energy and action

## SKILLSHOT™ approach

Our skillshot™ clinics are intensive, high energy, interactive, short-duration workshops.

We balance theory, to provide context, with practical application to promote impact.

You will be involved in a variety of work-related practical exercises, activities and role-plays, designed to build knowledge of the relevant principles and improve self-awareness.

Feedback will be given on your performance during each of the activities, focusing on both your strengths and improvement needs.

At the end of each clinic you will be asked to identify and commit to specific actions to apply in the work place.

## Other SKILLSHOT™ clinics

### Managing change

Understanding change, our natural reaction to it, and how to control our, and others', progress along the change curve

### Assertiveness & conflict resolution

Learning how to control our behaviour in the face of adversity, enhance our assertiveness and turn disagreement into resolution

### Influencing upwards

Developing the ability to influence those more senior than ourselves with conviction, impact and clarity

### Time management & mindfulness

Maximising our productivity through effective management of our priorities, thoughts, attention, focus and energy

### Communicating with impact & gravitas

Using The Pyramid Principle to communicate with clarity, authority and impact

## What next?

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