

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, focused, high energy, interactive and short duration. Skillshots™ will be delivered using a virtual learning platform and methodology, while the impact of Coronavirus remains.

Skillshots™ balance theory, to provide context, with practical application to promote impact. Participants 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.

Group size

8-10 participants

Other SKILLSHOT™ clinics

Leading teams remotely

Ensuring remote teams feel connected, engaged and motivated.

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.

Communicating with impact & gravitas

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

What next?

Contact Nick Anderson

na@4ty2.co.uk

or Nic Fallan

nf@4ty2.co.uk