



Making meetings matter

What clients say:

"Michaela's facilitation training was some of the best training I have ever received!"

Nick Faulks Engineering
Team Leader Teledyne E2V

Purpose:

Greenbelt and Blackbelt project leaders are expected to facilitate effective project and stakeholder meetings and workshops but none of the necessary skills and tools are part of the standard 'belt' curriculum. This training course helps project leaders develop their ability to facilitate effective meetings and workshops that do not waste people's time and deliver results.

On this training delegates will learn:

Effectively planning and preparing for a variety of meeting types and delivering successful meetings and workshops that produce results, dealing effectively with typical meeting challenges, creating a stimulating and productive work environment that keeps people engaged and managing challenging stakeholders and difficult meeting behaviours.

Typical Course content:

This is a two days in house training course typically divided into two training units with time for actual practice in the workplace between each training unit.

The first training unit is focused on technical tools and skills required to plan, prepare and run a variety of different meeting types effectively. It covers the basics that help reduce wasting time with meetings.

The second training unit concentrates on how to effectively engage people, create a positive work environment that delivers results and how to handle challenging behaviours and deal with difficult conversations.

Suitable for:

Anyone leading or facilitating workshops and meetings regularly including Project Leaders and Managers of Operational Excellence, Process Improvement, Problem Solving or Continuous Improvement activities in any sector or type of business.

Course benefits:

Participants benefit from:

- A good understanding of different meeting types and how to effectively deliver these
- Practical meeting planning and preparation tools for a variety of meeting types
- A solid understanding of how to apply and vary these tools for best results
- An awareness of their personal meeting style and how they may flex their style to increase their impact as meeting facilitator