

Organizing and Managing Effective Meetings (Duration: 3 Days)

Day 1: Understanding Meetings and Preparation

What is a Meeting?

- Why do we have meetings?
- Understanding when a meeting is necessary

Common Problems in Meetings

- Meetings running too long
- Lack of clear outcomes
- How to avoid these problems

Types of Meetings

- Information sharing meetings
- Brainstorming sessions
- Decision-making meetings

Setting Clear Objectives

- What do you want to achieve?
- How to align the agenda with the objective

Creating an Agenda

- Importance of having an agenda
- What to include in an agenda
- Sharing the agenda beforehand

Choosing the Right Participants

- Who needs to be in the meeting?
- Roles in a meeting: Organizer, speaker, participant

Practical Activity:

- Create an agenda for a team meeting

Day 2: Running Meetings Effectively

Preparing for the Meeting

- Sending invitations and materials in advance
- Setting the meeting room or virtual platform

Starting the Meeting

- Welcoming participants
- Reviewing the agenda and setting ground rules

Encouraging Participation

- How to involve quiet participants
- Handling dominant personalities

Keeping the Meeting on Track

- How to avoid going off-topic
- Time management tips

Using Technology in Meetings

- Tools for online and hybrid meetings (e.g., Zoom, Teams)
- Tips for managing technical difficulties

Problem-Solving and Decision-Making

- Group brainstorming techniques
- Steps for making collective decisions

Practical Activity:

- Role-play: Chairing a meeting and managing discussions

Day 3: Post-Meeting Actions and Improvement

Following Up After the Meeting

- Writing clear meeting notes or minutes
- Sharing key points and action items

Assigning Action Items

- How to make responsibilities clear
- Following up on deadlines

Evaluating the Meeting

- Asking for feedback from participants
- Questions to ask: "Was the meeting useful?"

Building a Better Meeting Culture

- Avoiding unnecessary meetings
- Encouraging team input for improvements

Tips to Avoid Meeting Fatigue

- Keeping meetings short and focused
- Scheduling breaks for long meetings

Case Studies and Examples

- What makes a great meeting?
- Common mistakes and how to fix them

Final Practical Activity:

- Review a sample meeting and suggest improvements