KOENIG
step forward

Strategies for Running Effective Board Meeting

DAY 1

Running Effective Board Meetings – the Fundamentals

- What constitutes an effective board meeting?
- The 10 key purposes of board meetings
- Roles and Responsibilities
- Avoiding common 'meeting derailers'
- Generating effective Rules of Engagement (ROEs)

DAY 2

Understanding the Psychology of Effective Meetings

- Understanding the four fundamental personality styles
- Communication skills in meetings
- Influencing and persuading other participants
- Transactional Analysis
- Dealing with conflicts in meetings

DAY 3

Getting to Results: Solving Tough Problems

- Generating clarity while avoiding 'Analysis Paralysis'
- Overcoming Cognitive Biases
- Applying 'Critical Thinking and Analysis' methods
- Applying 'Creative Thinking and Idea Generating' methods
- The DMAIC Problem Solving approach used in Six Sigma

DAY 4

Getting to Results: Effective Decision Making

- What's at stake? The pivotal impact of quality decision-making
- Gathering information for sound decision-making

- Key approaches to effective decision-making
- Dealing with resistance to change
- Understanding and Avoiding 'Group Think'

DAY 5

Meeting Facilitation and Presentation Skills

- The role of the Chairperson
- Effective facilitation techniques
- Presenting with impact
- Overcoming nervousness and public-speaking anxiety
- Insight to action: next steps