

Effective Meetings: Agendas, Facilitation & Minutes

Learn to plan agendas, facilitate discussions and write minutes for meetings that stay on track and deliver outcomes.

3 Days

DURATION

18

MODULES

39

TOPICS

3

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course looks at why meetings are held, common problems that arise and the different types of meetings, before covering how to set clear objectives, build an agenda and choose the right participants. It then addresses running meetings effectively, including preparation, starting well, encouraging participation, keeping discussions on track, using technology for online and hybrid sessions, and supporting problem-solving and decision-making. The final part covers post-meeting actions such as writing minutes, assigning and following up on action items, evaluating meetings, building a better meeting culture, avoiding meeting fatigue, and reviewing case studies of effective and ineffective meetings.

WHO THIS COURSE IS FOR

Meeting Organizers

Team Leads

Project Managers

Facilitators

Administrative Staff

LEARNING OBJECTIVES

- Identify when a meeting is necessary and its purpose
- Explain common problems that affect meeting effectiveness
- Compare meeting types such as brainstorming and decision-making
- Apply techniques to set clear objectives and align agendas
- Plan an agenda and select appropriate participants
- Apply methods to encourage participation from quiet members
- Apply time management tips to keep meetings on track
- Describe how to assign action items and write clear minutes

18 Modules, 39 Topics

DAY 1 Understanding Meetings and Preparation

01

What Is a Meeting?

TOPICS

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

02

Common Problems in Meetings

TOPICS

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

03

Types of Meetings

TOPICS

Information sharing meetings · Brainstorming sessions · Decision-making meetings

04

Setting Clear Objectives

TOPICS

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

05

Creating an Agenda

TOPICS

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

06

Choosing the Right Participants

TOPICS

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

Practical Activity

DAY 2 Running Meetings Effectively

07

Preparing for the Meeting

TOPICS

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

08

Starting the Meeting

TOPICS

Welcoming participants · Reviewing the agenda and setting ground rules

09

Encouraging Participation

TOPICS

How to involve quiet participants · Handling dominant personalities

10

Keeping the Meeting on Track

TOPICS

How to avoid going off-topic · Time management tips

11

Using Technology in Meetings

TOPICS

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

12

Problem-Solving and Decision-Making

TOPICS

Group brainstorming techniques · Steps for making collective decisions

Practical Activity

DAY 3

Post-Meeting Actions and Improvement

13

Following Up After the Meeting

TOPICS

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

14

Assigning Action Items

TOPICS

How to make responsibilities clear · Following up on deadlines

15

Evaluating the Meeting

TOPICS

Asking for feedback from participants · Questions to ask: “Was the meeting useful?”

16

Building a Better Meeting Culture

TOPICS

Avoiding unnecessary meetings · Encouraging team input for improvements

17

Tips to Avoid Meeting Fatigue

TOPICS

Keeping meetings short and focused · Scheduling breaks for long meetings

18

Activity

Case Studies and Examples

TOPICS

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

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
06	Choosing the Right Participants	Practical Activity: Create an agenda for a team meeting
12	Problem-Solving and Decision-Making	Practical Activity: Role-play: Chairing a meeting and managing discussions
18	Case Studies and Examples	Final Practical Activity: Review a sample meeting and suggest improvements

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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