



Meeting Facilitation and Management Courses

On this meeting management course, your team will discover how to manage meetings effectively, make meetings productive, know when to intervene and how to manage difficult situations. This course in [managing productive meetings](#) will help your team members with..

What You'll Learn

Following this course in meeting management and facilitation, your employees will be able to:

- Manage Meetings Effectively
- Preparing Effectively For Group Meetings
- Learn How To Deal With Difficult People
- Discover When And How To Intervene
- Address Dysfunction In Groups
- Improve Their Communication Skills

From "how do I manage difficult people?" to proven themes for making team meetings more productive, your staff will be guided through practical group activities. Each activity is designed to reveal a key learning point and to develop a key skill in managing meetings.

Following attendance on this course, your employees will manage staff meetings effectively, productively and with confidence!

"What great days! As a team it was great spending quality time together and made you feel you were a part of something bigger." Leader, Synergy Partnership

"I have received feedback from everyone who attended. All said they would highly recommend it and found it very useful. Everyone also mentioned that the trainer was excellent!" Office Manager, The Hub

Your Meeting Management and Facilitation Training Activities

Classroom exercises in how to manage meetings including fun elements to practice [core management skills](#) and develop key learning points within the safety of a classroom.

Introduction: The Productive Meeting

An understanding of what productive meetings look like plus feedback from the pre-learning.

Productive Meetings 1 Exercise: Making Meetings Effective

Participants explore what causes meetings to be ineffective and how to manage this. Staff learn five themes that support facilitators when managing group meetings.

Productive Meetings 2 Exercise: The Monthly Meeting!

This exercise will provide participants an opportunity to critically review a meeting and identify areas for improvement. Includes handling difficult behaviour.

Exercise: Communication Within Teams

This teamwork and communication exercise will enhance communication and listening skills, develop the ability to communicate, and to explore problems objectively. Importantly, employees learn that teamwork involves all the unique skills and talents within their team.

Facilitating Productive Meetings 3: Animals!

Employees review the story of a meeting between animals and identify the key factors for meetings to be successful, highlighting difficult behaviours that need to be managed.

Facilitation Skills Exercise: Leading The Conversation

Employees enjoy a safe opportunity to practice facilitating and leading a group discussion.

Effective Summarising and Clarifying Exercise: Special Offer

Learners explore employees' ability to listen, understand and summarise key points when delivering information. Key techniques include mitigating common obstacles to effective communication.