

# Running Effective Meetings

Enduring an unproductive or pointless meeting is something we've probably all experienced at some time. The real frustration is that, when conducted properly, meetings are an excellent vehicle for communicating, planning and making decisions. As a meeting chair or facilitator, good planning and managing behaviour from the participants is critical, whether your meeting is face to face, online or a hybrid of both.

## Description

This topic will show you how to plan, run and conclude a range of different meetings. You'll consider the differences between chairing face to face, online and hybrid meetings and how to ensure an inclusive environment in each type of meeting.

You'll learn the value of having a clearly defined purpose for each meeting and consider how you go about determining that purpose. You'll also learn about the other typical causes of poor meetings and how these can be addressed.

Poor meetings typically elicit poor behaviours. Addressing these behaviours can be difficult, especially when they involve more senior people. You'll therefore be given a range of practical tips and techniques for dealing with challenging behaviours and attitudes.

## What does it involve?

This topic begins with 1.5 hours of online tutorials and tasks. The subjects covered include the purpose and format of a meeting, as well as the responsibilities of the chair, the facilitator and the participants. There are also opportunities to reflect on recent meeting experiences, whether positive or negative.

These activities precede a half day workshop, during which you'll have the chance to practise your own meeting skills through role-play scenarios and group activities. Afterwards, you'll be tasked with applying what you have learned; planning how to get the best possible outcome from any forthcoming meetings you may have.

## What's the outcome?

Having completed this topic, you'll know how to determine when a meeting is actually needed and how to run one in the most efficient and effective way. Clear on both the purpose of a meeting and the role every participant has to play, you'll ensure that meeting objectives are met. If challenging situations do arise within a meeting, you'll feel confident in dealing with them.

If less time can be wasted on unproductive meetings, there is an obvious benefit to the Civil Service as a whole. Equally importantly, meetings which are well run, with all relevant points of view considered, will result in better decisions being made.

## Learning activities




Online  
tutorial



Workshop

### Delivery method:

F2F 

### Estimated learning time:

5 hours 30 minutes

## How to book

[bookings.governmentcampus.co.uk](https://bookings.governmentcampus.co.uk)

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