

# Leading Meetings

**Duration:** 1 Day

## **To Meet or Not to Meet?**

- Are meetings always necessary?
- Identifying When and When Not to Hold a Meeting
- Alternatives to Meetings

## **The Right Participants**

- Who Should you Invite to Attend

## **Objectives**

- Why are clearly defined objectives so important?

## **Meeting Agenda**

- What should be included on the agenda & best way to lay the agenda out?
- When should the agenda be circulated?
- What should meeting attendees do with the agenda?

## **Controlling the Meeting**

- The Ground Rules
- Meeting Personalities
  - Identifying the different types of personalities of meeting attendees
  - How to handle different personalities

## **Agreeing Actions**

- Assigning actions and associated activity

## **Taking Notes**

- Different Note Taking Styles
- Purpose of Notes & circulating Notes

## **Obstacles**

- Identifying obstacles & coping with various obstacle types

## **Closing Meetings**

- When and how to close meetings
- Next steps