

# ULLIANCE HUMAN EFFECTIVENESS TRAINING

---

## Running Effective Meetings

Are your managers and employees running effective meetings? This informative session discusses how to decide if a meeting is necessary and how to plan and facilitate it in a manner which produces desired results. Participants will emerge with a greater understanding of how to generate productive discussions, solve problems within a group dynamic and increase individual accountability.

### Planning

- Ask: Do we *need* to meet?
- Have a clear purpose
- Utilizing agendas to keep meetings on track
- Logistics – location, room and equipment

### Facilitation

- Individual roles
- Ground rules
- Ensuring equal participation
- Keeping the process on track
- Coping with difficult behaviors
- Overcoming “Groupthink”
- Problem solving
- Decision making

### Follow Up

- Assigning responsibility and ensuring accountability
- Understanding why plans fail and how to overcome
- Writing comprehensive, useful minutes
- Evaluating your meeting and making adjustments

