

Constructive Meeting Participation



Meetings are about getting results. Participation is about being actively present, contributing, and supporting others. In good meetings, participants' ideas are heard and group decisions are made. Great meetings generate enthusiasm, creativity and commitment. Regardless of the skills of the chairperson, it is the coming together of individuals as a group that achieves the results. This interactive workshop focuses on the individual participant's contributions to meetings, enabling them to:

- Recognise the need for, and the importance of, meetings
- Appreciate the characteristics of 'positive meeting behaviour'
- Be an active part of a group that has a collective purpose
- Understand the impact of behaviour on the outcomes
- Positively contribute to the thinking
- Deal with conflict and disagreement
- Supporting the 'meeting' to achieve its objective

Course Outline

- Why have meetings?
- Characteristics of successful participants
- The roles, responsibilities and authorities of those present
- The agenda and why are you there?
- Clarifying your objective and personal goals
- Listening to understand
- Asking effective questions
- Different problem solving methods
- Using assertive behaviour to state your case
- Negotiation and disagreement
- Giving and receiving criticism
- Arranging and expressing your ideas
- Choosing when to speak
- Committing to the actions agreed in the meeting
- Your participation after the meeting
- Developing your personal action plan

Duration

½ Day

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