

Title	Managing Meetings	
Intro	Why is this skill element important?	Managers and team members spend a significant part of their working day in meetings. However, research shows that a large proportion of time spent in meetings is unproductive and unfocused. Discovering a better approach to managing meetings will result in significantly better outcomes for you and your team
	Learning outcomes	<ul style="list-style-type: none"> <li>• Understand how to prepare, chair and follow up with your team to ensure meetings are effective</li> <li>• Discover how to keep meetings focused on achieving outcomes and making decisions</li> </ul>
	Content agenda	<ol style="list-style-type: none"> <li>1. Understanding the problem – how much time is spent in meetings that aren't focused or effective</li> <li>2. Explore practical approaches for managing productive meetings: before, during and after</li> <li>3. Evidence-based techniques for building meeting engagement and delivering better outcomes</li> </ol>
Body	Understanding the challenge/issue	Most (not all) meetings are unavoidable but many meetings are not managed well and as a result have a significant impact on the wider team. Managing meetings effectively can be achieved by employing proven techniques that will ensure efficient and productive use of time, deliver on objectives and engage your team members
	Insight	<p>Understanding the need for meetings and exploring alternatives</p> <p>Understanding what we can do to deliver productive, focused meetings and what can derail them</p>
	Experience	Use “backcasting” to clearly define the meeting success criteria, the intermediate milestones and the necessary actions and attendees
	Apply & reflect	Create a focused meeting agenda for an upcoming meeting that engages people and is focused on actions
Wrap	Next steps/transfer	<p>Incorporate 1-2 techniques covered in the module and build them into the planning for your next meeting</p> <p>Seek feedback on meeting effectiveness from your team</p>