



## ***Running Effective Meetings Workshop***

### **Description of Workshop**

Too many meetings consume valuable time without producing meaningful outcomes. Whether you're leading a project team, chairing a committee, or facilitating regular staff meetings, the ability to run focused, engaging, and productive meetings is an essential leadership skill.

*Running Effective Meetings* is an interactive workshop that equips participants with proven strategies to plan, facilitate, and manage meetings that achieve clear outcomes. Through discussion, real-world examples, and hands-on activities, participants will learn how to create effective agendas, encourage meaningful participation, keep discussions on track, manage meeting dynamics, and confidently guide groups toward decisions and action.

Participants will leave with tools, templates, and techniques they can immediately apply to make meetings more focused, productive, and effective.

### **Why Take this Workshop?**

Effective meetings save time, improve communication, strengthen collaboration, and lead to better decisions. This workshop will help you:

- Plan meetings with a clear purpose and measurable outcomes
- Build agendas that keep discussions focused and productive
- Facilitate meetings that encourage accountability and collaboration
- Manage meeting dynamics and navigate conflict professionally
- Improve decision-making and follow-through
- Adapt facilitation techniques for both in-person and online meetings



## **Workshop Format**

*Running Effective Meetings* combines facilitated discussion, practical exercises, case studies, and role-play activities. Participants will design meeting agendas, practice leading meetings, work through realistic scenarios, and gain resources to support future meetings.

## **Who Should Attend?**

*Running Effective Meetings* is ideal for:

- Managers and supervisors
- Team leaders
- Project managers
- Board and committee chairs
- Administrative professionals
- Human resources professionals
- Anyone responsible for planning, leading, or facilitating meetings

## **What You Will Learn**

Through practical activities, discussion, and real-world scenarios, participants will learn how to:

- Choose the right meeting format for different objectives
- Design clear, focused agendas with defined roles and decision points
- Prepare participants and meeting environments for success
- Facilitate meetings that stay on track, encourage participation, and achieve results
- Manage time effectively while capturing key decisions and action items
- Handle challenging behaviours and conflict with confidence
- Adapt facilitation techniques for both in-person and online meetings
- Apply meeting tools and checklists to improve every meeting they lead