



Workshop on
**EFFECTIVE
MEETINGS
MANAGEMENT**

- Date: 22nd January, 2020 | Lahore
- Date: 12th February, 2020 | Karachi

WORKSHOP OVERVIEW



Taking people off from work for a meeting has an opportunity cost. That cost is the amount of work/business that could have been conducted during that time. If the meetings are held regularly- say weekly or monthly – then that cost can be substantial. It is therefore a reasonable assumption that this cost will be viewed as an investment in the department and that the return on that investment will be an increase in their performance.

Office meetings are an integral part of an organization's operations. People who organize and conduct meetings often fail to recognize the importance of managing the agenda, decorum and effectiveness of meetings. They deviate too far from the point of the meeting, which in turn effects the outcomes.

This one-day, hands on, program on “ **Effective Meetings Management**” is designed to enable participants in arranging, conducting, and managing meetings effectively. The workshop will facilitate how to keep the meeting focused and participants motivated. The program will also highlight the use of various communication styles, art of conducting high quality discussions through the use of proper words, tones, body language, etc. to enhance the productivity of the meetings.

WORKSHOP CONTENT



Module 1:

- What Are Meetings For?
- Why Do Meetings Go Bad?
- Types of Meetings
- Setting the Agenda
 - o Set SMART Goals for Meeting
- Inviting the Right People
- Using Technology to Invite



Organizing
a Meeting

Module 2:

- Rules for Good Meetings
- Preparing for the Meeting - 4 Stages
 - o The Schedule
 - o Agenda/Venue/Facilities/Roles/Responsibilities
 - o Delivery
 - o Follow-up



Planning
for Meeting

Module 3:

- Styles of Communication
- Dialogue vs Debate
- Listening & Questioning Skills
- Participants Body Language
- Managing Energies
- Keeping the Participants Motivated



Meeting
Skills

WORKSHOP CONTENT



Module 4:

- Linking Team with Meeting Objectives
- Starting the Meeting
- Meeting Ethics and Decorum – Ground Rules
- Leading the Meeting
- Managing Discussions and Opinions
- Decision Making Styles in Meetings
- Managing Time
- Taking Meeting Minutes
- Handling Conflicts and Difficult People



Conducting
a Meeting

Module 5:

- Summarizing the Discussion and Decisions
- What Next, How, Who, From, By When
- Evaluating the Meeting
- Sharing Meeting Minutes
- Meeting Follow-up



Concluding
a Meeting

Note: In this hands on workshop, participants will undergo a number of exercises, role plays, and demonstrations to practice various skills, tools and techniques of conducting effective meetings.


FACILITATOR

Waqar is a professional management trainer and Director TD. Waqar has trained and coached thousands of business managers within and outside Pakistan. His training areas include team development, group motivation, personal excellence and selling & negotiation skills.

Waqar has facilitated learning internationally for over 20 years and brings a wealth of real-world experience to the participants. Waqar works with organizations ranging from blue chip, military, government, academia and non-profits. His highly customized training workshops have become instrumental in helping individuals and teams achieve higher performance and exceptional results smoothly and more collaboratively. His clients include names like OIC, Nestle, Coca-Cola, Berger Paints, Mobilink, CHT, Interloop, Hush Puppies, PepsiCo, ICI, Archroma, Tapal Tea, Total, PTC, Pak Navy, Telenor, MOL, Kapco, Haier, Indus Motors, Nokia, Descon, Pak Army, CCL, GSK, Clariant, PSO, HBL, UBL, Faysal Bank, Engro, IGI, BOP, PPAF, Haleeb, FMC, Rafhan Maize etc.

Waqar uses his facilitation skills to help organizations improve their employee's relationships and productivity. Waqar creates a comfortable, participative and positive learning environment, which allows individuals and teams to exhibit their full potential. His enthusiastic and high-energy style, along with his ability to cater to the specific needs of clients create powerful and engaging experiences for participants.

Waqar's expertise in outdoor trainings are second to none. He has been conducting outdoor team building and Leadership Adventure (LA) programs for more than fifteen years. His innovative exercises along with powerful debriefs make him stand out in the outdoor training industry. From identifying the training needs of each individual to the selection of the outdoor training site. Waqar goes to extra lengths to make the program as customized as possible. He believes in developing transformational leaders resulting in performance beyond expectations.



Waqar Ahmed
BS (USA), MBA (USA)

ABOUT TALENT DEVELOPMENT COMPANY

We aim to help our society become a better place to live, by helping individuals and organizations unleash their talent



Talent Development Company (TD) is one of the leading training and consultancy service provider in Pakistan. TD offers a broad range of experienced consultants and trainers, who provide result oriented consultancies and highly interactive workshops. TD's strength lies in good understanding of our clients' needs and a high level of customization. The learning philosophy of TD reflects experiential learning that integrates workplace application and blends modern management philosophies for local market improvisation.



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