



# Facilitating Effective Meetings

Increase productivity and accountability

Meetings are often described as being one of the biggest time wasters in the work environment. Countless hours are devoted to meeting attendance, which can comprise a large portion of an organization's resources. However, the problem is not the actual meeting, but rather how the meeting is planned and facilitated. Poor planning and facilitation are guaranteed to result in a nonproductive meeting and a waste of company resources. This course is designed to help participants utilize tools and methods to plan, prepare, and facilitate a productive meeting that will capitalize on the time and talents of all attendees.

## The Experience

Participants begin by learning a four-step process that they can use to structure and facilitate their meetings. A large portion of a meeting's success depends on the work that is done before the meeting ever occurs. Participants learn the value of identifying a clear, concise purpose statement. They then identify desired outcomes that align with that purpose. This process will help participants to structure the agenda and determine the issues that truly need to be addressed in the meeting.

The next segment of the course will demonstrate the value of an agenda and how to construct the agenda so that it is directly tailored toward meeting the desired outcomes. The agenda will enable participants to maintain focus during the meeting. Participants can also learn simple techniques to keep the meeting on track. Difficult attendee behaviors are not uncommon; methods to overcome these behaviors will be discussed and practiced during the session. Finally, participants learn about tools they can use to review a meeting and to determine its overall effectiveness. These tools can be used to continuously improve the meeting process so that every meeting becomes productive.

## Objectives:

After completing this course, you will be able to:

- Apply four steps to successfully facilitate meetings.
- Create an effective purpose statement.
- Identify intended outcomes to achieve the purpose.
- Develop an agenda that is focused on achieving intended outcomes.
- Understand the logistics of setting up a meeting.
- Apply three tools that keep a meeting on track.
- Resolve challenging attendee behaviors.
- Utilize a method for reviewing a meeting that gets results on action items.

## Key Outcomes

- Increased productivity.
- Increased efficiency.
- Increased accountability.

**Duration** | This course has a 4-hour agenda. An 8-hour agenda is available which includes time for participants to practice facilitating meetings.

**Target Audience** | Manager of People

**Class Size** | This course is designed for up to 25 participants.

**Available Language** | English

••• For more information about **Facilitating Effective Meetings**, please visit [www.gpstrategies.com](http://www.gpstrategies.com).



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