

# Meeting Management

## The Art of Making Meetings Work



Meetings come in all shapes and sizes, from the conference to a quick huddle in an office hallway. This **one-day programme** will be concerned with small working meetings; with groups that have a job to do requiring the energy, commitment, and talents of those who participate.

### How You Will Benefit

#### At the end of the workshop you will be able to:

- Understand the value of meetings as a management tool
- Recognise the critical planning step that makes meeting time more effective
- Identify process tools that can help create an open and safe forum for discussion
- Develop and practice techniques for handling counterproductive behaviour

### What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

### What You Will Cover

- The basics for effective meetings
- The best and the worst of meetings
- Holding productive meetings
- Preparing for meetings
- Agendas
- Setting the place
- Leading a meeting
- Process and content
- Process tools, including DeBono's thinking hats, rules of work, and facilitation skills
- How to control a meeting
- A plan for success

**YES! Enrol me now!**

## REGISTRATION FORM

### The Art of Making Meetings Work

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: <b>MasterCard / Visa Only</b>			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

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