

## **Effective Meetings workshop**

Ever been to a meeting, where nothing happens? Or it just seems like lots of talking? Round and round in circles? Ever wondered how you could keep things on track a bit more and actually get somewhere in those deliberations? Nancy Kline has spent her career working on tools to enhance communication so that people can be more effective in the workplace.

This engaging full day workshop is for anyone interested in having more productive, effective and energising meetings. Whether you chair, convene, or simply attend meetings, the skills and techniques shared on this program will allow you to influence your meetings in a positive way. The building blocks you'll learn can be applied to meetings of any kind, from 1:1 meetings with colleagues, to facilitating engaging training workshops.

### **Objectives of the workshop:**

Underpinned by the 10 components of the Thinking Environment® conceived by Nancy Kline and outlined in her book, 'More Time to Think', the session will give participants the ability to:

- Facilitate engaging meetings that achieve better results and in less time
- Draw on the resourcefulness of meeting attendees
- Create an environment for teams to be imaginative in their problem solving
- Present well and connect with their audience
- Ensure that high quality thinking goes beyond the meeting itself

### **What does the workshop involve?**

This workshop will teach participants the building blocks of effective meetings and the most appropriate ways to use them. This will include thinking pairs, dialogue, open discussion and rounds as well as some specific applications such as the time to think council. Each of the 10 components of a Thinking Environment™ will be explained in the context of real-life examples and participants will have the opportunity to think well for themselves and their current work environment.

### **Do I need to do anything to prepare?**

Three things:

Please bring along an example or examples of meeting agendas from meetings you have participated in.

Please reflect on meetings you have attended in your professional life – ones that went well and ones that didn't – and think about why that was

And during the workshop you will be thinking about real examples of work issues and challenges from your own situation. Learning is most effective if these issues are real and not role-play. Please consider in advance of the meeting three or four current issues you wish to progress, resolve or seek clarity on.

To help with this process please see the following sheet:

# **Issue – Outcome – Question sheet**

## **Prioritisation of your issues**

What are the most pressing topics, issues, challenges that are on your mind and you'd like to progress? Don't try and filter this, just capture them all.

## **Your desired outcomes**

Choose the 2-3 issues that feel most important - what is the broad outcome you are hoping for?

## **The questions**

For each outcome, what question, if we could answer it, would best help you move towards that outcome today? Or, what question would allow us to think about that outcome?

