

## Soft Skills for Project Teams Facilitating Project Meetings & Workshops

### Course Overview

This course will focus attention on what is needed to make a meeting or workshop effective and productive. It can really help to save time, money and help stress levels if people feel that their time at a meeting or workshop was well spent, that things will change or happen as a result of that meeting.

We can not survive without meetings so let's ensure that they are always productive, motivating and make a difference in a positive way. This course can make best use of project time and let people thrive on what happens at a meeting or workshop, not just survive it!

### Target Audience

This course is designed for Project Managers, Business Analysts, or anyone who is expected to run meetings or workshops. It can also be beneficial for people who want to understand how a successful meeting should work and how to be a proactive participant.

### Instructors

This course is run in conjunction with a Learning and Development training organisation whose trainers have many years experience in practicing and teaching these techniques. This course has been especially developed to meet the needs of those working in a business change environment.

### Course Objectives

The aim of this course is to enable participants to understand how they can, with simple tools and techniques engage and maximise participation in project meetings and workshops through developing effective facilitation skills.

The course will enable participants to:

- Encourage a structured approach to enable real results to be achieved every meeting or workshop
- Keep to the agenda and time
- Understand the techniques for managing dominant and reluctant attendees
- Prepare and present information appropriately
- Appreciate the importance of effectively planning questions and responses
- Ensure that the meeting or workshop feels positive and productive to all attendees

### Course Content

The course is made up of the following modules:

- What is the purpose of a meeting or workshop?
- Structure, planning, agenda, timekeeping, venue and note taking
- Personal skills needed to chair an effective meeting or facilitate a workshop
- Leading the meeting or workshop, co-ordinating, controlling and involving
- Handling difficult people or problems
- Active listening, quality questions and summarizing skills
- Actions, commitment and follow up
- Practical Exercises

The duration of this course is one day.