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## Effective Meetings Overview

### Description:

This virtual workshop provides an introduction to organising and running productive and effective meetings. It will be especially useful for those who want to ensure full participation and commitment from everyone present and to create engaging meetings that get the best out of participants and are enjoyable to chair.

### The workshop will cover:

- Preparation – how to make sure that everyone attending is clear on their role and the aims of the meeting and how to distinguish between different types of meetings and create an engaging agenda
- During the meeting – how to ensure that each agenda item is dealt with effectively and how to structure discussions to encourage participation, build consensus and reach clear decisions.
- Managing people in meetings – how to get the best of people attending meeting, including prevarication and handling disruptive participants in difficult meetings.
- Follow up – how to ensure that appropriate, useful minutes are produced and distributed and create clarity of follow up actions.
- Chairing meetings virtually – how to chair virtual meetings and still ensure great engagement and effective collective decision-making.

### Who should log in:

This workshop is aimed at anyone who is asked to lead or chair meetings as part of their core duties.

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