

<b>Management Effectiveness</b>	
<b>Session Code</b>	<b>ME02</b>
<b>Session Title</b>	<b>Facilitating Meetings &amp; Agreeing Objectives</b>
<b>Topics Covered</b>	<b>Essentials of facilitating meetings including appraisals and agreeing concrete objectives</b>
<b>Delivery</b>	<b>Half Day (4 Hours) - tutor led f2f or online sessions</b>
<b>Minimum - Maximum Number of Delegates</b>	<b>1-10</b>
<b>Who will benefit?</b>	<b>Managers at all levels</b>

<p><b>Content</b></p> <ul style="list-style-type: none"> <li>▪ Preparing for actions meetings</li> <li>▪ Facilitating different types of meetings - action, appraisal, brainstorming etc.</li> <li>▪ Principles of effective appraisal discussions <ul style="list-style-type: none"> <li>• Preparation</li> <li>• Timing</li> <li>• Your attitude (judge or coach)</li> <li>• Gathering feedback</li> <li>• Conversation structure</li> <li>• Developmental and performance objectives</li> <li>• Employee ownership</li> </ul> </li> <li>▪ Aligning team, members with team and organisational strategies and values</li> </ul>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all attendees actively prepare for and participate in action meetings</li> <li>▪ Agreeing and committing to agreed actions</li> <li>▪ Learn the key principles to ensure you “look back” and “look forward”: <ul style="list-style-type: none"> <li>○ Reviewing the past and asking for feedback</li> <li>○ Motivating for future performance</li> </ul> </li> <li>▪ Know the difference between business as usual objectives and stretch concrete objectives</li> <li>▪ Learn how to encourage your team to take ownership for their objectives</li> <li>▪ Learn how to help your team write developmental objectives</li> </ul>
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