



# Effective Meetings

## Programme overview

Much of your life as an elected member is spent in meetings, some of which are more effective than others. Everyone attending a meeting has a role to play, and has the ability to make a meeting a useful experience or an inefficient use of everyone's time.

## Purpose

This workshop takes you through:

- › **the four essentials of effective meetings;**
  - » how to prepare for a meeting (and what to do if you haven't)
  - » how to behave in meetings to get the best from them (and what to do if others don't!)
  - » understanding and use of standing orders
  - » knowing how to chair a meeting well - from the basics, through to expert tricks of the trade
- › **discussion versus debate;**
- › **alternative ways of getting to an agreed outcome;**
- › **when and how it's time to exclude the public; and**
- › **dealing with**
  - » the media at meetings
  - » the public at meetings
  - » extremely difficult situations.

## Target audience

Whether it's your first term or you're an experienced elected member, your attendance at this course will benefit you and your colleagues.

## Learning outcomes

By the end of this workshop you will be able to:

- › define the level of meeting preparation required and ways to achieve it;
- › explain what standing orders are, how they work, and be familiar with key components;
- › practice effective meeting behaviours;
- › feel comfortable using different types of debate and discussion techniques; and
- › contribute to keep meetings on point.

## Workshop fees

\$625 per person, excl. GST

## Workshop timings

9am – 4:30pm\*

\*This course can be run over a half or a full day, and can be tailored to specific council situations.