

Leadership & Management Development



1.9 Managing Productive Meetings

The programmes within this Communication pillar are not “off-the-shelf” courses. They are designed as a menu of development options that can be combined, adapted and shaped to reflect what is really happening inside your organisation. What initially presents as a “communication problem” frequently turns out to be something deeper – a question of confidence, trust, conflict, influence or clarity of management.

These outlines are therefore best read as catalysts for discussion – prompts to help you reflect on how people currently communicate, where friction or misunderstanding arises and what kind of development will genuinely shift behaviour. In practice, the most effective solutions often draw on complementary elements from across our other pillars – Personal Development, Management and Leadership, Business Development and Senior-Level Leadership and Talent Development. Every intervention we deliver is built in partnership with you, around your culture, your people and the outcomes you need to achieve.

Course Overview

Meetings are a critical part of organisational communication and decision-making. When well-managed, they support collaboration, efficiency and clear outcomes. This one-day programme provides practical techniques to plan, lead and participate in meetings that stay focused and deliver results.

Participants will learn how to create purposeful agendas, engage attendees and manage different behaviours constructively. They will leave better equipped to ensure that meetings become a productive use of time rather than a routine obligation.

Who Should Attend

Designed for anyone involved in meetings, including:

- Managers and team leaders
- Project and operations professionals
- Individuals contributing to cross-functional discussions

Relevant for all roles seeking to improve meeting effectiveness.

Context

Meetings consume a significant amount of organisational time, yet many fail to deliver meaningful progress. Lack of clarity, poor engagement and weak follow through undermine efficiency and morale.

Leaders must create structure, purpose and accountability in every meeting.

At Expleo we help teams transform meetings into productive touchpoints that move work forward. This programme supports individuals to plan effectively, manage participation well and ensure decisions turn into visible action.

How Certification is Earned

Upon successful completion of this course, participants will be awarded a certificate of attendance from Expleo Academy.

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Course Objectives

By the end of the programme participants will be able to:

- Define clear outcomes and design effective meeting agendas
- Facilitate meetings that encourage contribution and stay on track
- Create a positive and respectful meeting environment
- Capture and track actionable meeting outputs
- Manage disagreement and challenging behaviours professionally
- Improve meeting practices through feedback and reflection

Course Outline

1. The Purpose of Productive Meetings

- Why productive meetings matter
- Typical challenges and how to prevent them

2. Planning for Success

- Establishing objectives and agenda structure
- Deciding who needs to attend and how to prepare them

3. Facilitating Engagement

- Effective techniques to include all voices
- Managing time and maintaining focus

4. Creating a Positive Meeting Culture

- Encouraging respect and collaboration
- Addressing conflict constructively

5. Action-Oriented Outputs

- Recording accurate decisions and responsibilities
- Ensuring timely follow-up

6. Handling Difficult Situations

- Managing disruptive behaviour
- Responding to diverging opinions professionally

7. Continuous Improvement

- Collecting insights and reviewing effectiveness
- Setting expectations for better meeting standards

Training Methodology

A practical and interactive approach including:

- Group discussions and scenario-based practice
- Role-play of workplace meeting situations
- Templates and facilitator guidance
- Peer and trainer feedback to support improvement

Participants finish the day with practical tools to improve the productivity and value of their meetings

Contact

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