Fulcrum Point

Workshop outline · Managing yourself and your work

Facilitating Effective Meetings.

Run meetings that reach a result. Participants learn to plan a meeting, get people prepared, steer the discussion, and follow through.

For

Anyone who arranges meetings and needs to involve others, in person, virtually, or both at once.

Format

Half a day. In person or live virtual.

What it is for.

Organizations spend a great deal of time in meetings and accept poor ones as normal. An effective meeting brings the right people together for a specific purpose, gives room for open discussion, and ends with something tangible: a decision, a plan, a list of ideas to pursue, a shared understanding of the work ahead.

Participants learn to plan such meetings, in person, virtual and hybrid: whom to invite, how to get the pre-work done, how to manage discussion and contributions toward the objective, including from the people who are not in the room, and how to follow through on what was agreed and share it with those it affects.

What you leave with.

- Skills for planning meetings that are worth attending
- Strategies for getting participants to do the pre-work
- A way to reach your meeting objective
- Techniques for managing discussion and contributions
- A method for following through on agreed actions

Why it matters.

- Poor meetings waste time and effort across the whole organization
- Better discussions produce decisions that get carried out
- Agendas and group dynamics can be designed, not left to chance

Format.

Length	Half a day
Mode	In person or live virtual
For	Anyone who arranges meetings and needs to involve others, in person, virtually, or both at once.
Method	Self-assessment tools; Short inputs from the facilitator; Group activities; Individual and peer-to-peer assignments

Your speaker.

Lorne Michael Cousins

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Lorne Michael Cousins has spent twenty-five years inside corporate sustainability across China and the Asia-Pacific, as environmental auditor, sustainability consultant and leadership strategist. He is Senior Fellow and Council Director at The Conference Board, Asia, founder of Fulcrum Point Sustainability Consulting in Shanghai, and a Founding Member of the Sustainability Directory.

He holds an MEM from UNSW Sydney, a BA from UBC Vancouver, and Practitioner status with IEMA. Accredited Advisor, Future-Fit Business Benchmark.

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