LEADERSHIP & LABOUR RELATIONS

BC NURSES' UNION
Standing up for health care

Exploring Meeting Skills

Expanding the Map

COURSE DESCRIPTION

Do you dread meetings – planning them, running them, or even just having to show up? Do you dream of making meetings more efficient and meaningful? Exploring Meeting Skills takes a solutions-based approach to common meeting challenges, getting at the heart of how to run an effective meeting and become a skilled meeting participant. In this one-day elective course, stewards will learn how to chair a meeting, take minutes, navigate conflict, and troubleshoot meeting problems. Stewards will also practice strategies to support a process for more effective meetings and identify tools, templates, and tips that help keep everyone on track.

LIST OF TOPICS

- Group agreements
- 5 steps to running an effective meeting
- Common meeting problems & solutions
- Being a great meeting participant
- Note-taking and minute-taking
- Conflict styles & engaging with enduring conflict
- Assertive communication

LEARNING ACTIVITIES

This course seeks to develop participants' skills and confidence using a variety of learning formats including small group work, hands-on practice, with teach-back and role play opportunities. Throughout the course, a strong emphasis is placed on sharing the experiences and expertise of all participants.

LEARNING OUTCOMES

- Employ numerous tools for organizing, chairing and participating in effective meetings
- Feel confident as a meeting participant or chair
- Take on a variety of informal participant roles that help to keep meetings on track
- Navigate conflict in meetings with an understanding of differing conflict styles
- Model cognitive, emotional and behavioural strategies for engaging with enduring conflict

PREREQUISITES

- ❑ Must be registered as a BCNU Steward
- ❑ Must have completed either: *The Skillful Steward* or *Basic Steward*
- ❑ Must have 9 months experience as an active Steward

ELECTIVE