



## STRUCTURING EFFECTIVE MEETINGS

# How to save time and get the most out of meetings at work

DR. DARREN PAUL FOSTER



Learn more about  
HEDO at UPB!



STABSSTELLE  
BILDUNGSINNOVATIONEN  
& HOCHSCHULDIDAKTIK

## THE WORKSHOP

This webinar aims to equip lecturers with the tools necessary to hold effective meetings in English. The first half of the workshop will cover how to prepare for a meeting, how effective meetings are structured, and how to listen actively. It will also consider the role of culture in communication, and how meeting holders can create a more inclusive and culturally-sensitive meeting environment.

The second half of the webinar will consist of practising different types of meetings. This will include participants trying out the different roles they may be asked to hold in future meetings, such as being the chairperson or the minute-taker. It will also involve practising practical skills such as setting and following an agenda, encouraging participation and constructive outcomes, and summarizing both progress as well as outstanding issues.

The course will be held synchronously for the most part, although there may be sections where participants are asked to work on their own for brief periods of time. This ties in with the general aim of the workshop to be as practical as possible and to maximise the time available for 'active' practice, feedback and questions. The workshop will run from 0900 to 1700, with a one-hour lunch break, and participants will be sent a Zoom link and course materials a week or two before the course takes place.

By the end of the workshop, participants will be more confident and skilled in organizing and holding structured meetings focused on productive outcomes.

### IN THIS WEBINAR, YOU WILL...

- learn how to prepare for a meeting
- gain knowledge of how to structure a meeting
- better understand gender bias and cultural communication styles
- learn how to encourage participation and constructive outcomes
- practise active listening

## SUBJECT AREA

ACADEMIC KEY  
COMPETENCIES

## PREREQUISITE

Participants must have at least level B2 in English.

THIS WORKSHOP CAN BE ACCEPTED IN  
**MODULES II AND III**  
OF THE QUALIFICATION PROGRAM.

**TUE, 12.03.24 » 9–17 UHR**

Online: Zoom (tba)  
Credits: 8

Registration via [Anmeldeformular](#)  
[hochschuldidaktik@upb.de](mailto:hochschuldidaktik@upb.de)