

Making an impact in meetings

An experiential training programme for Associates and Senior Associates

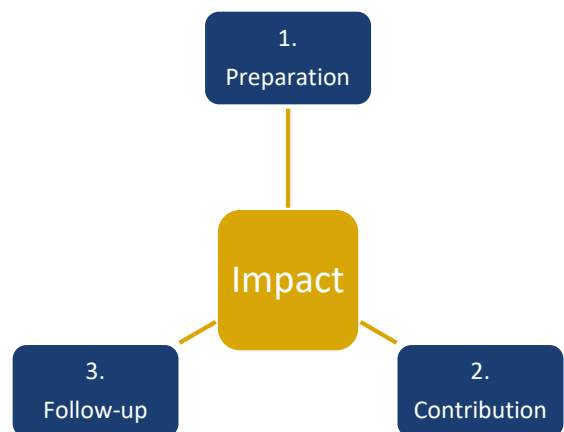
How to make an impact in in-person and virtual meetings - in a way that is appropriate for your role - is a major consideration for Solicitors, Associates and Senior Associates alike. It requires real personal skill and confidence to participate well, whether or not you are the leader. This highly practical and experiential programme will help enhance your awareness of the thinking and behaviours that are most impactful.

Key components of the programme

The programme focuses on the key factors that contribute to your impact in meetings, including:

- How prepared you are to make a relevant contribution.
- How clear you are on the purpose of the meeting and the outcome you want.
- How you set, or align with, the 'tone' of the meeting.
- How you use your energy, voice and body language to have presence in the present, which builds trust for the future.
- What you choose to say and how you say it.
- How well you listen and 'read the room', whether in-person or virtually.
- The questions you ask to demonstrate professional curiosity and gain understanding, as well as 'steer' the discussion appropriately.
- Your ability to synthesise the discussions into a cohesive summary and suggested steps and, finally, how effectively you follow up.

In doing so, you will learn about the latest best-practice techniques and behaviours for three key phases when making an impact in meetings.



1. Preparing to make an impact

This explores how to prepare effectively for meetings where you're a participant, so you are well-positioned to contribute for greatest effect.

Considerations here include understanding the meeting's context, thinking about the order of discussion points, questions and desired outcomes for you and all the other participants, plus how to pre-determine with the meeting leader your contribution to the discussion.



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Key components of the programme continued

2. Making an appropriate contribution in the meeting

This phase covers aspects such as understanding not just what is being said, but why it is being said, and how it is being said, effective note-taking while actively contributing to discussions, how to make your points succinctly, using questions to make an impact appropriate for your role. It also explores techniques for successfully summarising discussions by capturing the action points, responsibilities and next steps.

3. Making an impact by following up effectively

This final, but equally important phase, involves how to demonstrate commerciality and action-orientation in your follow up, so that you impress those involved.

Learning experience

This is very much an 'active' programme which blends plenary discussion, group work and experiential elements. Key learning points are brought to life through a series of exercises, role plays and world-leading forum theatre (using professional role players) to enable practice and confidence-building in a safe environment.

Time investment

The programme can be delivered in a variety of ways depending on the firm's training need. This includes:

- a 3-hour single session
- a two-part programme (each element comprising 3 hours) with practical work in between to help participants initially apply their learning and gain further support.



Programme facilitators and trainers

The programme is delivered by The Results Consultancy, whose facilitators and trainers specialise in effective communication, personal impact, relationship-building and business development best practice in the professional services. Their training approach is highly practical and experiential, with learning points designed to be applied straight away to participants' working lives.

The Results Consultancy's facilitators combine decades of performance techniques with neuroscience to enable participants to empower themselves with choices that set them up for success.

Meeting scenarios covered by the programme

- Formal in-person meetings.
- Formal online meetings (Zoom, Teams).
- Informal in-person and online meetings.
- Meetings where the delegate is a participant, and others where they may be asked to lead the meeting or have a one-on-one or one-on-two conversation.

For more information

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