

IN ANY BUSINESS OR ORGANIZATION, EFFECTIVE COMMUNICATION IS VITAL.

One of the most commonly used and least effective vehicles for communication is 'the meeting'. Most of us go to too many, and too few of them are the best use of our time. Now that can all change, once you learn the skills of *'Meetings without Discussion'*.

This is a one-day workshop focused on the facilitation of effective dialogue within groups and teams, developing skills and behaviours that foster creative and effective problem-solving, and creating a culture of participation and playfulness within which innovation can be inspired and sustained.

FEEDBACK FROM IAN PLOWMAN'S WORKSHOPS:

We had a meeting with 23 people looking at safety issues. Using your process, what would normally have taken us a day took us only two hours and everyone was very happy.

Just to update you on what's been going on here since your visit: for staff meetings, we now use your ball system, timer and also have a sheet

of paper for the "Rabbit Paddock". It works amazingly well and makes our meetings run so much more smoothly and also cuts down the time meetings take up.

Probably one of the most productive workshops I have attended; well organized, well run, ON TIME.

○ THE WORKSHOP

'*Meetings without Discussion*' is a series of microprocesses designed to improve the quality, enjoyment, and efficiency of dialogue.

The workshop is a full-day experience, blending intensive instruction with time and tools for reflection and discussion. It is delivered informally and flexibly to suit the needs and capacities of participants.

TOPICS

- Time Management
- Phases of Dialogue
- Organised Chaos
- Thinking & Writing Before Talking
- 'Talking Ball'
- Sand Timer ('The One-Minute Rule')
- Paraphrasing
- Magic Wand
- Visual Rather Than Oral and Aural
- Naming and Validating
- 'Rabbit Paddock'
- Tools for Decision-Making

THE FACILITATOR



DR IAN PLOWMAN is a consulting organisational psychologist, facilitator and researcher who works with companies, community groups and government agencies. Ian's experience spans private sector (18 years in finance and commerce), tertiary education sector (5 years in lecturing and research), government (13 years in executive development, total quality management, business improvement and innovation) and private practice. He specialises in fostering sustainable innovation and creativity. www.plowman.com.au

INVESTMENT

\$440 (incl. GST)

*Fee includes workbook,
coffee and lunch.*

CONTACT

For more information contact:

Michael Doneman
michael@edgeware.com.au
P. 3369 6897
M. 0402 394 166

www.edgeware.com.au

MEETINGS WITHOUT DISCUSSION: A SAMPLER

MULTIPLE VOTING (FROM 'TOOLS FOR DECISION-MAKING')

A technique for reducing a large list to a smaller one whilst increasing commitment.

1. Number the items on the large list. Say there are "N" items.
2. Decide upon the criteria for making the choice. Eg "ease of implementation", "lowest cost", "highest level of constituent support".
3. Divide "N" by 3.
4. Invite participants to select the "best" $1/3N$ items from the list, noting their item numbers on a piece of paper. However, they cannot include any in their selection that they actually contributed.
5. Invite participant to choose a further "next best" $1/3N$ items (no double counting from the first list). Again note the item numbers.
6. Items on the first list get two votes, signalled by two fingers or two hands. Items on the second list get one vote.
7. Proceed through the whole list, item by item, one at a time, asking people to indicate the votes it received by show of hands. Count the total votes by show of hands.
8. The most popular items will be revealed by the number of votes they received.