

How to Get Your Voice Heard In Meetings

Aim

To provide participants with a clear understanding of:

- How you can get your voice heard in meetings
- How you can stay present in meetings, get your point across and find a good dialogue with others
- Tools and techniques for getting your voice heard and getting your point across in meetings

By showing participants the skills and approaches for

- What are the barriers to being heard in meetings?
- What are the main tools and techniques for being heard and getting your point across in meetings?
- How to deal with online vs face to face meetings
- Tools for dealing with different audiences (and difficult audiences)
- Preparation, dialogue, and the PAC model

Resulting in a plan of action for taking your learning forward in the workplace.

Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To actively involve the participants throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants that are reflected in the pre-training questionnaire

Workshop methods and tools

To achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** presentations will be used to provide the background of each subject and create discussion and questions.
- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator to maintain the focus in the key areas of interest.
- **Group work:** group work will be used to facilitate practical understanding of the issues and in order to enhance team working, team building and cooperation amongst participants

Agenda

10:00	Welcome & Introductions <ul style="list-style-type: none"> ▪ Aims & Learning objectives of the day. Participants' aims & experience.
Session 1	Why is it hard to get your voice heard in meetings? <ul style="list-style-type: none"> ▪ Looking at the barriers ▪ Are you an introvert and what can you do about it? ▪ Are you suffering from a lack of confidence/imposter syndrome? ▪ Dealing with difficult & dominating colleagues ▪ Online meetings vs face to face meetings
11:30	Refreshment Break
Session 2	Tools for being present & being heard <ul style="list-style-type: none"> ▪ Tricks for presenting content ▪ How to stay present, even when online ▪ Remembering your audiences ▪ The PAC model ▪ Brevity & clarity ▪ Preparation ▪ Dialogue
Session 3	Practice makes perfect <ul style="list-style-type: none"> ▪ We will try out techniques in real time ▪ Surgery for difficult situations you come across ▪ Dealing with conflict in meetings
Session 4	Next steps Planning <ul style="list-style-type: none"> ▪ Participants work together with the help of the facilitator to produce an action plan for taking their learning forward in their workplace.
14:00	Close

Our trainer



Jo Cliff

Jo is an expert in Personal and Professional Development. She works as a Non-Executive Director, consultant & executive coach.

Jo worked at a senior level in central Government for over twenty years. She was Head of Communications for the BSE Inquiry and subsequently worked in senior policy, strategy and legislation roles. She has worked closely with many Ministers over the years, including a role at

Number 10 Downing Street. She now works with senior teams and individuals who want to improve their impact and communication skills.

Jo gained private sector experience as a senior manager at Deloitte Consulting. She is a published writer on the civil service and Brexit. Jo is a Non-Exec Director for the Government Internal Audit Agency and the Institute for Osteopathy.