

Frontline Leader Series: Running Effective Shift Meetings – Program Outline



Target Audience
Frontline Leaders



Duration
1 day



Group Size
8 participants

Sentis' *Frontline Leadership Series* is designed to develop practical safety leadership skills. The *Running Effective Shift Meetings* module aims to improve the skills of supervisors and team leaders in the delivery and facilitation of effective shift meeting processes.

After participating in this workshop, leaders will understand what an effective meeting looks like and how to successfully facilitate shift meetings consistently. Participants will gain meeting facilitation skills, including how to run engaging meetings with the brain in mind and how to deal with the typical curveballs thrown at them during meetings.

This practical one-day workshop ensures adequate time for participants to practise running effective meetings via demonstrations and scenario role-plays. The workshop is designed for a minimum of 6 participants and a maximum of 8. Our program timetable is based on these numbers to ensure maximum involvement of participants in a practical way to apply the tools in role-play scenarios.

Key Learning Outcomes

At the completion of this module participants will be able to:

- Understand why pre-shift meetings are important, what makes them effective and how to promote this to their teams.
- Apply information on how the brain functions to the skill of maintaining crew attention; influencing thinking and behaviour; gaining support from a crew; and encouraging crew members to get involved.
- Explore how to prepare for a meeting and how to structure information more effectively so that your people are more likely to remember it.
- Review the practical components of pre-shift and handover meetings to apply brain science to task prioritisation and allocation; performance versus safety balance; and providing cross-shift information.
- Develop skills around tailoring delivery to deal with various roadblocks for effective meetings; getting the crew involved or maintaining meeting engagement over time.