



Executing Effective and Efficient Meetings

Meetings are a necessary part of every organization and serve many purposes including but not limited to: decision-making meetings, problem solving meetings, team building meetings, status update meetings and collaboration meetings. However, if meetings are not run effectively people can find themselves in meetings the entire day with few if any accomplishments; that's why learning to run effective meetings is critical. This workshop will help participants learn the value of and build the capabilities to execute effective and efficient meetings.

How You Will Benefit:

- Understand the value of meetings as a management tool
- Recognize the critical planning step that makes meeting time more effective
- Identify process tools that can help create an open and safe forum for discussion
- Develop and practice techniques for handling counterproductive behavior

What Will Be Covered:

- The basics for effective meetings
- The best and the worst of meetings
- Holding productive meetings
- Preparing for meetings
- Agendas
- Setting the place
- Leading a meeting
- Process and content
- Process tools
- Controlling a meeting
- A plan for success

Who Should Attend:

- Executives and Senior Level Managers
- Individuals in Management and Leadership roles who want to enhance effectiveness
- High Potentials
- Individual Contributors

Let's Get Started?

1. Contact us to get more information
2. We will tailor the program for your audience
3. Execute the training solution

What's Included?

1. Virtual or Classroom facilitation by an expert facilitator
2. Dynamic Interactive Experience
3. Specialized course workbook and materials
4. Personalized certificate of completion