



Running Meetings That Work

How many times have you thought, “We’d get some work done around here if there weren’t so darn many meetings?” It seems to be a very common lament in today’s business world! Actually, there are two issues here. The first issue concerns the necessity of meetings and the second issue concerns the quality of meetings.

This course deals with both, but really focuses on meeting quality. There are far fewer well-run than poorly run meetings. Common issues are:

- Including the right participants
- Meeting planning
- Decision making
- Meeting management
- Poor or no agendas
- No follow through
- No evaluation

Since there is a need for groups to communicate information, solve problems and make decisions, meetings can be very important and excellent vehicles for this purpose. The trick lies in knowing how to run effective and efficient meetings. This course will give you valuable tools and knowledge to do just that.

Module Objectives:

Class 1: To help you understand the elements to be considered in planning meetings and the role of the facilitator.

Class 2: To learn meeting process tools and skills in order to effectively manage meetings.

Class 3: To learn tools and skills to effectively problem-solve and make decisions in meetings.

Class 4: To develop your ability to plan and to help achieve meeting results.

As in all our courses, each class will include a case study as well as personal assessments and applications. Discover how managing meetings effectively can increase your group’s efficiency and productivity. Register Now!