

<b>Course Title</b>	<b>Making Meetings Work!</b> <i>Learn to Lead and Facilitate Effective Meetings</i>
<b>Short Description</b>	<b>Making Meetings Work</b> seminar models effective meeting tools and people management processes that help meeting leaders plan, design and deliver meetings that get greater results. Participants learn proven meeting management strategies and interactive methods to keep attendees focused and engaged.
<b>Who Should Attend</b>	Anyone who leads, plans or facilitates meetings
<b>Purpose</b>	<b>Making Meetings Work</b> seminar provides meeting leaders the techniques and tools to lead productive meetings that people want to attend. Participants learn proven methods for conducting productive meetings that improve workplace productivity and get better post-meeting results.
<b>Workshop Objectives</b>	Participants in this workshop will learn to apply these key meeting management techniques: <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning</li> <li><input type="checkbox"/> Consensus Building</li> <li><input type="checkbox"/> Decision Making</li> <li><input type="checkbox"/> Sharing Information</li> <li><input type="checkbox"/> Soliciting Feedback</li> <li><input type="checkbox"/> Handling Q&amp;A</li> <li><input type="checkbox"/> Opening &amp; Closing</li> <li><input type="checkbox"/> Action Planning</li> <li><input type="checkbox"/> Managing People</li> </ul>
<b>How You Will Benefit</b>	Participants in this workshop will: <ul style="list-style-type: none"> <li><input type="checkbox"/> Learn to conduct engaging, effective, and informative meetings</li> <li><input type="checkbox"/> Discover ways to involve people so that no one person dominates or drops out</li> <li><input type="checkbox"/> Explore different meeting plans that maximize time spent in meetings</li> <li><input type="checkbox"/> Minimize dull, unfocused, nonproductive meetings</li> <li><input type="checkbox"/> Improve workplace productivity and efficiency</li> <li><input type="checkbox"/> Become a confident, compelling facilitator</li> <li><input type="checkbox"/> Save time and money by facilitating effective meetings</li> <li><input type="checkbox"/> Learn to use proven meeting techniques that get results</li> </ul>
<b>Agenda</b>	<b>Making Meetings Work</b> is a customizable one-two day workshop that delivers a wide array of meeting tools and skills that help meeting facilitators plan and execute effective meetings. Course Content Outline: <b>Meetings, Bloody Meetings</b> Meeting purpose To meet or not to meet Best/Worst meeting benchmarks <b>Meeting Mechanics</b> Planning the meeting Before, during and after the meeting Meeting room set and A/V support

	<p><b>Meeting Openings and Closings</b>      Taking AIM with powerful openings      Setting the agenda      Action planning and closing</p> <p><b>Making Meetings Interactive</b>      Preventing “death by Power Point”      Innovative group involvement strategies      Seven ways to add impact to meetings</p> <p><b>Meeting Roles and Responsibilities</b>      Facilitator role and responsibilities      Participant roles and responsibilities      Other roles: Timekeeper, scribe, recorder, conflict miner</p> <p><b>Meeting Tools for Excellent Results</b>      Pair weighting to set the agenda      Consensus building with keynotes      Delay board for side topics      Plus 30 other effective meeting tools</p> <p><b>Managing People</b>      Managing Bystanders      Answering Questions Effectively      Encouraging participation</p> <p><b>Managing Difficult Situations</b>      How to take charge      Dealing with difficult behavior in meetings      Appropriately handling superiors and bosses</p> <p><b>Meeting Structure</b>      Four types of meetings      When to hold each type of meeting      Best organizational results</p>
<b>Take Aways</b>	<p>Making Meetings Work Participant Manual      Goal Setting Guide      Meeting Planner</p>