HOW TO RUN AN EFFECTIVE MEETING

Workshop Description:

If you've ever sat through a too-long/boring/pointless meeting, you know a meeting is just as likely to be a total time suck as it is to be a productive gathering of the minds.

According to a survey from the Harvard Business Review, 71% of senior managers said meetings are unproductive and inefficient. However, meetings are an essential part of doing business. The key is figuring out how to make the meetings you have productive while learning to identify when a meeting is unnecessary.

This workshop teaches how to decide to have a meeting, how to schedule a meeting, the importance of agendas and prep work, personal conduct during a meeting, how to (and who should) take notes, and the importance of follow ups.

Participants will receive a meeting agenda template and will have the opportunity to hold a mock meeting to practice their skills.

Primary Objective:

Professional Skills Development

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Session Length:

2-3 Hours
(optional half day)

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Participant Type(s):

C-level / senior leadership

Managers

Employees

Multi-level

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Of Participants:

Minimum 5, Maximum 25

Secondary Objective(s):

- Strengthen relationships
- Improve team results
- Strengthen team collaboration
- Define roles & responsibilities
- Improve staff engagement

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