

# Leadership Training Associates

Randy Bauer MBA, Workshop Leader  
Phone 303-641-4155 Email rmbhta@gmail.com

## Conducting Effective Meetings

### DESIGNED FOR:

Managers and supervisors who want to improve attendee participation and set a climate for real problem solving

### OUTLINE:

#### **Setting The Proper Structure for Effective Meetings**

How to stick with the subject  
The use of agendas  
Establishing meeting guidelines  
How to get control over endless discussions

#### **Improving Group Member Participation**

Getting silent members involved  
How to handle the “monopolizer”  
Creating an atmosphere for involvement.

#### **Using Meetings To Solve Problems**

Getting past symptoms to the real problem  
Generating numerous workable alternative solutions

#### **Creating An Open Climate For Discussion**

A proven technique to build openness and trust quickly  
Getting members to express their thoughts, feelings and ideas  
Using meetings to build a results oriented work team

#### **Ensuring Meetings Are Productive**

The importance of follow-up  
How to be certain agreements reached are understood by all  
How to move from discussion to action