

Getting the Most From Your Meetings

This program is designed to enhance meeting effectiveness both from a participant's and a facilitator's perspective. Effective meetings saves companies thousands of dollars in wasted time and meeting costs.

Program Content:

Introduction

- To Meet or Not to Meet?
- What are the Results of an Effective Meeting?

How to Plan a Meeting

- Identify the Purpose and Outcomes for the Meeting
- Preparing the Agenda
- Meeting Preparation Worksheet
- Agenda Worksheet

During the Meeting

- Communication Guidelines
- Energizing Your Meetings
- Keeping the Meeting on Track
- Dealing with Difficult People
- Dealing with Technology

After the Meeting

- Sharing Information
- Managing Action Items
- Meeting Evaluation

Learning Journal