

FACILITATE MEETINGS

THE POWER OF THE PEOPLE IN THE ROOM

TARGET AUDIENCE

Anyone who is tired of mediocre meetings.

FORMAT AND LENGTH

Public Classroom

One Day | 8:30am to 4:00pm

This one day program will provide tools, skills, and processes for maximizing the value of business meetings. Let's face it. It's not the meetings you hate. It's the life you're giving up by being in the meetings. But if meetings could actually produce positive, meaningful results, life gets better real fast. That can and should happen for you in every meeting. We can show you how. And if you can breathe life back into meetings ... your stock goes up!

YOU WILL LEARN HOW TO:

1. Bring meaning, purpose, and joy to your meetings.
2. Prevent the seven most destructive meeting behaviors.
3. Achieve high levels of both meeting efficiency and meeting effectiveness. They're different.
4. Plan for meeting success, every time.
5. Ensure total engagement during meeting discussions.
6. Effectively review and learn from every meeting.
7. Apply a variety of proven meeting success tools.

WORKSHOP AGENDA:

AM

- Welcome and Overview.
- It's Not The Meetings You Hate.
- Seven Destructive Meeting Behaviors.
- The Meeting Efficiency / Effectiveness Balance.
- Planning for Meeting Success.
- Practice and Application.

PM

- Ensuring Total Engagement During the Meeting.
- Learning from Every Meeting.
- Meeting Facilitator Toolbox.
- Practice and Application.
- Ensuring Success After the Class.
- Workshop Wrap-up.

