

Meeting Effectiveness (1 day)

Description: Meetings – perhaps the most dreaded part of the business today! They can zap time, energy and creativity from an organization and cause stress which manifests in reduced productivity, poor job performance and, sometimes, loss of talent. So what is an organization to do? There is, admittedly, a need for people to congregate for the purpose of sharing information, evaluating the status of projects, condition of the organization, personnel review, financial review, customer analysis – and so forth. How effectively this time is utilized rests squarely in the hands of the individual conducting the meeting. There are special challenges thrown at the “conductor” of meetings: Who is really in charge of the meeting? Do the attendees respect your role? Do they understand their role? Does “seniority” impact the best laid plans to a well organized agenda? Is everyone present in the room – are they attending virtually? Identifying, applying and encouraging adherence to the fundamentals of meetings will impact the outcomes to the meetings and the expectations of the attendees. This program will explore those expectations and provide the participants with excellent tools for managing their roles as “conductors”.

Objectives:

- Identify their style relative to both attending and conducting meetings
- Create a format which they can comfortably and consistently manage their role as either attendee or conductor of meetings
- Gain confidence in fulfilling the role of “Conductor” regardless of the guest list

Course Outline:

- Meetings – What they are, can be, and should be
- Agendas & Scheduling – have you planned for success?
- You as “Conductor” – What is your role and responsibility?
- You as the Attendee – what is your role and responsibility?
- Resources – Knowing where to go to get help and support.
- Facilitating vs. lecturing – what do your meetings look like?
- Conflict Resolution – a tricky business