

Making Meetings Matter

Just saying the word “meeting” can raise ire with many corporate managers. That’s because the vast majority of business meetings are poorly run. Additionally, your meetings consume a tremendous amount of resources from your organization.

Have you ever stopped to calculate the cost of your meetings? Do you know how much it costs your company if you start a meeting just 10 minutes late? Or how much it costs when the projector isn’t hooked up properly? Or how much it costs your company when the meeting goes off on an unproductive tangent?

This program will help resolve some of the most common meeting derailers and put you on the right track to getting things done effectively and efficiently in your meetings.

PROGRAM OBJECTIVES:

By the end of this program, participants will be able to:

- Follow guidelines for planning and initiating effective meetings
- Use effective listening and communication techniques during meetings
- Manage the meeting while it is in progress
- Lead meeting attendees through identifying options and solutions during meetings
- Summarize and follow-through with meeting-based commitments

PROGRAM LENGTH:

One day

TARGET AUDIENCE:

This program is designed for anyone who is responsible for planning and conducting meetings. A shorter version can be tailored to individual contributors who are participants in meetings.