

Make Your Meetings Count!



More and more work is done by groups and, so, more and more work is done in meetings. We hold meetings to plan and check, to solve problems and make decisions, and to learn.

Do you spend half of your time in meetings? Is it time well spent?

Make Your Meetings Count! demonstrates a systematic approach to planning and conducting meetings, as well as post-meeting activities.

Participants also learn how to handle common problems that often arise in meetings. Planning for application at work is a key component of this workshop.

This program will be of particular value to managers and other people who work in groups.

Objectives

- Learn proven techniques for planning, organizing, & conducting effective meetings
- Examine how to handle problems that often arise in meetings
- Model appropriate behaviour whether leading or participating
- Increase your skill and confidence level
- Use worksheets to plan 'best practices' to implement at your workplace

Overview

1. **Pre-Meeting - Planning**
 - Do you really need a meeting?
 - Purpose and Outcomes
 - Who needs to be there?
 - Logistics
 - Agenda (Meeting Notice)
2. **Meeting - Process and People**
 - Process
 - Facilities
 - Ground Rules
 - Procedure
 - Record-keeping
 - Closing
 - People
 - Facilitating the meeting
 - Active listening skills
 - Disruptive behaviour
3. **Post-Meeting - Review**
 - Meeting summary (minutes)
 - Evaluation and feedback
 - Follow-up

Schedule your workshop today!

Call 902-405-3411 or email
mail@daleyprogress.com.