

EFFECTIVE MEETINGS

Meetings have become an integral part of life. Managers tend to spend more time in meetings than in any other activity. The difference between getting results and merely getting together regularly is in how well the meetings are planned, managed and follow-up made. Learn the techniques needed to ensure you get the most out of the meetings you lead and attend.

Learning Objectives:

- Identify what steps are needed for successful meetings
- Learn how to deal with difficult behaviors in meetings
- Recognize the value of an agenda and action plan
- Develop time management skills within a meeting context

Who Should Attend:

Anyone who has to lead or attend meetings and wants to make them more effective

How Will Participants Benefit:

- Maintain clarity and focus in meetings
- Involve others to gain broader perspectives
- Gain back time by having more productive meetings
- Improve results

Delivery Method:

Lecture, exercises and group discussion

Duration: Three hours