

“Creating & Conducting Effective Meetings”



Research shows that business professionals spend 33% to 50% of their time in meetings. Meetings are vitally important to an organization and are a necessity of doing business. They provide the vehicle for the vast majority of decision-making that propels businesses forward. They are not only essential to the productivity of an organization; they are also an important vehicle to perpetuate the organization’s values and culture.

However, according to the Wharton Center for Applied Research, 44% of business meetings are unproductive!

Most company leaders and employees say the meetings they attend generally take too long, cover too little or too much, and end without specific plans, objectives, decisions, outcomes, or results. They are unfortunately events where “minutes are kept and hours are lost!”

The cost of ineffective meetings is staggering, not only in terms of wasted time, but also in terms of lost opportunities, employee frustration, and poor morale. This presents a **huge performance improvement opportunity** for organizations; and much of the savings can flow directly to the bottom line!

This interactive workshop identifies the key elements and provides practical tools and skills for planning, leading, and participating in productive and effective meetings.

Workshop Objectives

- Equip participants with best practices, including processes, methodologies, strategies and techniques, to increase the effectiveness and efficiency of meetings
- Learn what to do, as well as what to avoid
- Increase individual and collective productivity resulting in bottom line savings for organizations

Who Should Attend

- Company leaders and employees who regularly plan, conduct and/or attend meetings

What you will learn

- Costs of ineffective meetings
- Selecting the right meeting type to achieve your goals
- Is a meeting necessary? Consider meeting alternatives

Training Workshop

- Components of a productive meeting
- Building and following an effective meeting process
- Who to invite (and not invite) for maximum results
- Meeting preparation: key components and considerations
- Participant roles
- How to recognize and avoid meeting pitfalls
- How to create and implement an effective meeting process
- How to conduct a meeting to achieve your objectives
- Dealing with difficult situations/people
- How to establish and enforce ground rules
- Decision types and outcomes
- How to record the output of meetings
- How to ensure accountabilities following the meeting
- How to evaluate meetings for continuous improvement
- Which meetings can (and should) be modified or eliminated

Length

- ½ day

Instructor

- Laura Hyde, Morgan Training Co., LLC