

# Conducting Effective Meetings

*Meetings can either be very efficient and productive, or a total waste of time.... It's your choice.*

Meetings are a very important part of business today. They serve as a major communication link for your team. Meetings allow you to set direction, test understanding, and monitor results. A well-run meeting makes everyone feel good. Poorly run meetings that drag on for hours, with little or no structure, will demoralize your entire team, and diminish results. A leader is often judged by how well he or she runs a meeting.

Minimum length is 1 day. Subjects include:

- ❑ Planning the meeting
- ❑ Proper communications
- ❑ Setting the agenda
- ❑ Ground rules
- ❑ Meeting pitfalls
- ❑ Role of the leader
- ❑ Getting the participants involved
- ❑ Evaluating results



By the end of this workshop you will:

1. Be able to properly plan and run effective meetings.
2. Reduce meeting time while increasing information transfer.
3. Manage difficult participants.
4. Improve business efficiency.

*This workshop should pay for itself by improving productivity and morale.*