



Meetings That Get Results

Program Overview:

Every day, businesspeople across the country spend thousands of hours and salary dollars in meetings. Yet many of these meetings are unproductive. To be successful in business your meetings have to be effective, focused and motivational. This program uses a combination of lecture, exercises and simulations to help meeting leaders achieve these goals.

Target Audience: Professionals who set up, facilitate or lead meetings

Number of Participants: 15 maximum

Program Length: 1 day

Learning Outcomes:

As a result of this training program, participants will be able to:

- Function productively and with confidence, whether acting as a meeting leader or participant
- Establish clear meeting objectives and ground rules
- Make knowledgeable, confident decisions about preparing the meeting agenda and selecting the proper facilities and participants
- Resolve meeting conflict
- Facilitate and invite discussion
- Appropriately manage meeting time
- Follow up post-meeting with both participants and non-participants



Course Outline:

1. Self-assessments
 - As a meeting leader
 - As a meeting participant
2. Steps in planning a meeting
 - Establish objectives (Is this meeting necessary?)
 - Select participants (Who needs to attend?)
 - Select proper facilities
 - Prepare the agenda
 - Develop ground rules
 - Invite participants
 - Touch base with non-participants
3. Participant Project:
Participants plan an upcoming meeting
4. Steps in Conducting a Meeting
 - Start promptly
 - State the objectives
 - Follow the agenda and manage time
 - Facilitate discussion
 - Handle difficult people
 - Help resolve conflict
 - Clarify action, summarize and close
 - Evaluate the meeting
5. Decision Making in Meetings
 - Factors of Quality and Time
 - Consensus, Compromise, Consultation, and Voting
6. Participant Project:
Participants conduct and evaluate a meeting
7. Steps following the meeting
 - Distribute minutes
 - Evaluate
 - Start planning next meeting



Materials Include:

Participant manual, handouts

Course Tailoring:

This program can be tailored to meet specific corporate and participant needs, including the following:

- Inclusion of company or team-specific meeting situations, examples and discussion topics
- Realignment of course content to better support your critical learning outcomes
- Adjustment of course duration to meet your time constraints