



LEADERSHIP DEVELOPMENT

LEADING EFFECTIVE MEETINGS

Participants will explore the value of time and how meetings often abuse time and talent. The Leading Effective Meetings program is designed to provide participants with the insights, strategies and techniques to effectively plan and lead meetings.

This workshop examines the process of leading an effective meeting and provides tools that can be used to promote efficiency and maximize meeting outcomes. Participants will discover the importance of pre-planning, designing a realistic and structured agenda and managing meeting dynamics. Participants will learn strategies on how to hold meeting members accountable to timelines and their commitments.

The one-day Leading Effective Meetings workshop will transform participants' approach to meetings and as a result maximize meeting outcomes.

OUTCOMES

The participants of the Leading Effective Meetings workshop will:

- Have a clear approach to conducting meetings
- Recognize the importance of pre-planning to achieve meeting outcomes
- Be introduced to the Meeting Planner document
- Understand the roles of participants
- Learn the impact that effective room lay outs have on meeting outcomes
- Understand the importance of designing a realistic and structured agenda
- Develop and practice using a Meeting Set-Up to start a meeting
- Learn the importance of documenting meeting decisions and actions by using an Action Registry
- Explore ideas on how to manage issues that can arise when leading meetings

Participants practice leading effective meetings with “mock meeting” situations.