



CL NETWORK
LEAD · INSPIRE · ACHIEVE

LEADERSHIP CURRICULUM

Leading Effective Meetings

1-DAY In-Person Corporate Training Workshop

The impact of ineffective business meetings is staggering. Poor meeting management leads to wasted time, poor decision making and negative impacts to results and company morale.

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

OUTCOME

The participants of the “Leading Effective Meetings” workshop will:

- Identify all meetings that they attend and score card the effectiveness of each meeting (great team building activity!)
- Have a clear approach to conducting meetings
- Recognize the importance of pre-planning to achieve meeting outcomes
- Be introduced to the Meeting Planner document and process
- Understand the roles of participants
- Learn the impact that effective room layouts 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 with confidence
- 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. The corporate meeting effectiveness scorecard is shared with meeting sponsor post training.

Interested in elevating your team’s performance? Contact cindy.novak@clnetwork.ca