

Making Meetings Work

This hands-on six-hour program is designed to provide participants with the mindset, skills and tools to lead and participate more effectively in meetings. It also increases the consciousness of the choices that meeting leaders make.

Learning Outcomes

- Calculate the costs of ineffective meetings
- Articulate the cultural attributes that support effective and ineffective meetings
- Identify the difference between content and process
- Create meaningful desired outcomes for upcoming meetings
- Articulate the role of a facilitative participant
- List strategies to prevent difficult behaviors / unproductive meetings
- Differentiate the effectiveness of various intervention strategies
- Assess tools for increasing audience engagement
- Agree to apply best practices to upcoming meetings

Program Flow

Welcome

Introduction
Learning objectives
Cost of meetings
True cost of meetings
Culture and meetings

Meeting Model

Preparing, running and follow up
Problem with meetings
Process and content distinction
Purpose drives process

Preparing for a Meeting

Desired outcomes
Agenda
Difficult behaviors
Preventions
Preparation checklist

Running a Meeting

Context is king
Conversation model
Engaging participants
Checking for understanding
Common difficulties
Intervention strategies
Use of action decision log
Assessing meeting effectiveness

Follow Up

Checking in

Wrap Up

Change the meeting, change the culture

Workshop Close

Workshop evaluation