

DESIGN & RUN SHORTER MEETINGS



Course Outline WorkingSm@rt Processes for Meetings

OVERVIEW

This international course shows you how to plan & design meetings to be more focused & shorter. This also results in the release of productive time for other work. You will learn how to conduct and lead meetings in new ways, including listening & communication skills.

You will be able to recognise the potential impact of 20 typical 'Meeting Characters' and know how to handle them to keep your meetings on track.

LEARN HOW TO OVERCOME THESE CHALLENGES...

- ▶ Meetings do not end on time,
- ▶ No agendas or Meeting Objectives
- ▶ Difficulty finding related information
- ▶ People not preparing in advance
- ▶ No decisions
- ▶ Not hearing all views
- ▶ 'Verbal Updates' consuming valuable meeting time
- ▶ Unclear actions & accountabilities

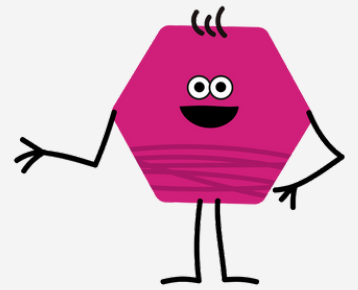
TRAINING THAT CHANGES BEHAVIORS

1. Define meeting objectives so they are focused
2. Plan timed agendas & presentations + invite key people + arrange time-keeper & note-taker to deliver successful meetings
3. Start & finish meetings on time so time is not wasted
4. Leader uses skills to listen & read body language to make it easier to lead balanced meetings
5. Leader understands how to involve everyone & handle 'Characters' = All views are valued to achieve consensus
6. Leading discussions to decisions = Decisions are made more easily
7. Noting assignments + Following-up = Clarity on responsibilities + reliable deliveries
8. Evaluating meetings to improve outcomes = Learn from experience to improve

More below!



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MEET OUR MASCOT, **Meety**
WorkingSm@rt[®]
IN
Meetings

Course Outline

AUDIENCE

For anyone who organises and leads meetings.

TRAINING CONTENT

- 1.Design: What are Meeting Objectives & Requirements?
- 2.Build: What Agenda + Preparation + Pre-Reading + Invitations?
- 3.Run: How should meetings be led & 'Characters' handled + Who should take notes & keep time?
- 4.Follow-up: How to record meeting agreements + How to follow-up?
- 5.Evaluate: How do we improve meetings continuously?

INSTRUCTOR-LED FORMAT

- ▶ Online 2 x 2 hours
- ▶ Face-to-face 4 hours

CLASS SIZE

- ▶ Maximum 20 participants

1-1 ONLINE COACHING

- ▶ Follow-up 60min to tailor the learning

DON'T JUST TAKE IT FROM US...



"Useful tools to manage meetings, understanding different types of people participating and managing time."

COSMETICS INDUSTRY

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