Making Meetings Matter
Scrap the Waste…Speed the Pace

Unlike the ho-hum stuff you can read in any book or see touted in many a training catalog, the subject matter in this course is presented by a nationally known consultant who understands verbal and nonverbal communication, interpersonal dynamics, the insidiously common language barriers to effective decision-making and the critical link between incoherent documents and the meetings that give birth to them.

Who Should Attend: Any executive, manager, or individual contributor who has to run or attend meetings.

Course Length: 2 Days

Student Materials: *Making Meetings Matter Participant Guide,* 200 Pages.

Benefits

- Apply methods to control such Profit Robbers as the Intimidator, the Know-It-All, the Tangent Traveler and others

- Run meetings that motivate people, encourage them to take risks, share ideas, and reach decisions

- Deliver effective phone messages, one of the most prevalent and overlooked precursors of meetings?

- Use quick steps for streamlining meetings–whether they be video conferences, one-on-one get-togethers or face-to-face meetings with a staff, task force, or client group?

- Design meetings to ensure that outcomes are clear, understandable, and, when appropriate, action-oriented?

What You Will Learn

- Understand why *Industry Week* calls meetings the greatest of white-collar crimes?

- Identify dangers that lurk in the World of Poofery—the world of the spoken word?

- Recognize how meetings—especially in the explosive pace of today—*unwittingly* sabotaged by some of the most common "shorthand language," and how can that fate be avoided?

- Structure a typical agenda so that it is a call to order, not chaos?

- Create routine directives to eliminate meetings that have been spawned or to help legitimate meetings become more focused and effective?

- Write meeting announcements and agendas that ensure better preparation, participation and follow-through?