



## EFFECTIVE MEETING SKILLS

Tired of unproductive meetings? Train participants in effective meeting skills and save your company valuable time and money!

### DESCRIPTION:

If you feel like you're spending too much time in meetings, or you're not seeing results from the meetings you're attending, then this workshop is for you! Participants learn about guidelines for more efficient, productive meetings, different purposes of meetings and the common characteristics of effective meetings, as well as personality styles in meetings, and facilitator and other attendee roles.

### WHO SHOULD ATTEND?

This workshop is suitable for executives, managers, supervisors, and all staff levels.

### DURATION: 4 hours

### CONTENT:

- Assessing the Need for a Meeting
- Planning for a Meeting
- Preparing an Agenda
- Understanding Personality Styles
- Understanding Roles of Meeting Attendees
- Techniques to Increase Participation
- Other Effective Meeting Techniques
- Taking Action & Tracking Decisions
- Participating in the Meeting

### OBJECTIVES:

By the end of this program, participants will:

- Understand when and why to hold a meeting
- Be better prepared for the meeting
- Appreciate various personality styles and their contributions
- Use appropriate roles in meetings
- Identify and follow through on action items
- Save your organization time and money