

Productive Meetings

Productivity Series

Course Description:

Bad meetings almost always lead to bad decisions. How is it that an activity so central to running an organization is often dreaded? Meetings can seem futile because they go off on tangents or grind down over a single point. How can you transform what is often painful and tedious into something productive, engaging, and energizing?

Course Length: 3 hours

Course Methodology:

The facilitator uses a variety of training methods for each workshop, including large group discussions, individual work and reflection, small group discussions and exercises, case studies and simulations for role play.

Class size should be kept to 20 students whenever possible. Small class size ensures individual attention and sufficient time to interact and collaborate as a group.

Objectives:

- Understand the value of meetings
- Recognize the critical pre-planning steps that make meetings more effective
- How to start and end meetings on time with a well-constructed agenda
- Learn facilitation techniques that encourage full participation
- Identify important differences between face-to-face meetings and electronic meetings
- Identify the role of the meeting chair and meeting participant
- Develop and practice techniques for handling counterproductive behavior
- Achieve results with effective follow-up

About the Instructor:

The instructor for this course has a BS in Education and twenty years of experience with the IBM Corporation in training and training management. In her many years of training in the corporate environment, she has developed a deep understanding of adult learning principles and accelerated learning techniques. This experience has given her the background for the development of compelling content and delivery of engaging classes that bring home the objectives.