

# 10: Successful Meetings

**SUCCESSFUL**



**MEETINGS**

## Why Attend?

Meetings when done properly are wonderful opportunities for knowledge and experience sharing, building relationships, gaining support and commitment, motivating, collective collaboration, reaching mutual agreement and consensus among participants.

## Who Should Attend?

Executives, managers, supervisors or anyone who wants to create effective, productive meetings.

## Objectives

This workshop equips participants with the skills to:

- ❖ How to maximize effectiveness of each meeting
- ❖ Ensure participation and involvement
- ❖ Understand what people want
- ❖ Ability to handle meeting disrupters
- ❖ Learn to facilitate not control meetings

## Learning Highlights

### Meeting Basics

- What effective meetings have and what people expect
- Tips to organize and plan for success
- How the brain works (well or not) at meetings

### Before Meetings

- Establish key roles
- Clarify purpose, objectives of meeting
- Invite right people, right seating and set ground rules

### Difficult People and Disrupters

- Managing group dynamics, conflicts, disagreements and diverse personalities

### Successful Meetings

- Stimulate attention and participants brain tips
- Tips to build relationship, teamwork and deliver amazing results
- Collaborate to motivate, energize - participants to leave with a sense of accomplishment
- Help groups generate ideas, evaluate options and reach consensus on next steps



### Facilitate not Control Meetings

- 80/20 rule of facilitation and controlling
- Encourage participation, generate ideas, opinions and new thinking
- Powerful words to use and not use during meetings