

OBJECTIVE:

Help participants learn to make meetings more meaningful, productive, and time-efficient.

STRATEGY:

Allow participants to accurately assess their current strengths and areas for improvement. Then allow time for lecture, group participation, skill practice, role-play, case studies, and coaching to improve skill levels and ensure adult learning takes place.

PARTICIPANTS WILL:

- Assess their skill level
- Decide to meet or not to meet
- Learn to optimize meeting time
- Develop targeted agendas
- Learn techniques to handle difficult situations
- Develop techniques for staying on track
- Determine when conference calls are a viable alternative
- Plan conference calls that are productive
- Learn to make meeting interactive and fun
- Plan meetings that get results
- Create action plans and apply the training to life

Each participant will have hands-on opportunities to practice all skills and techniques.

PARTICIPANTS RECEIVE:

- Coaching throughout the session
- Written and verbal evaluation of strengths/areas for improvement
- A workbook/reference manual

LENGTH:

Half day workshop.



EFFECTIVE MEETINGS

CLASS SIZE:

Maximum class size is 16 participants.

EXPENSES

The Training Edge will be reimbursed for all reasonable travel expenses for airline and ground transportation, hotel accommodations, meals, parking, tips and shipping of materials.