

Meetings: A Roadmap to Success

Training Time

8:00 AM - 2:50 PM

Objectives

- ★ Understand the importance and benefits of conducting effective meetings.
- ★ Implement the steps to create successful meetings.
- ★ Practice the leader's and members' roles for enhancing meetings.

Activities

After discussing what makes meetings *ineffective*, participants will immediately be immersed into a meeting role play – different than most role play experiences. Participants will then be introduced to the steps that can be taken to create effective meetings. A variety of activities will be included in the discussion of the steps and the implications that affect meetings. Participants will complete an action plan focusing on the changes necessary to make their future meetings more effective.

Attendees

All employees, especially those who participate in meetings; and, especially critical for those leading meetings

Recommended class size

6 - 30 participants

Recommendations

None

Requirements

None

Investment

\$8,000. In other words, if you have 150 participants, it would cost \$53 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$32 each; 500 participants = \$16 each.

This investment includes the Instructor/Facilitator Guide and Participant Guide. It may also include handouts, case studies, job aids, PowerPoints, wallet cards, and scenarios. The documents may be provided in Word and/or PowerPoint so that you may customize them to meet your needs.

Unlike other companies, you do NOT need to take certification classes before you can purchase and use the material. We can help you train your trainers, but that is not a requirement for purchase. Once you purchase the material, it is yours to use as you wish throughout your organization, as many times as needed, by as many trainers as necessary.

Would you like a sample of a complete Module? Check out our [Business Ethics Module](#).

Session 1 (90 minutes)

Welcome
Meetings Introduction
Meeting Role Play
Steps For Effective Meetings
Step 1 – Purpose and Expected Results
Step 2 – Agenda

Break

Session 2 (65 minutes)

Step 3 – Open the Meeting
Step 4 – Discuss Completely

Break

Session 3 (45 minutes)

Step 5 – Keep Focused
Step 6 – Show Appreciation
Step 7 – Summarize and Follow Up

Lunch

Session 4 (60 minutes)

The Best Kind of Meetings
Leaders and Members
Communication Patterns

Break

Session 5 (60 minutes)

Team Meeting Role Play Revisited
Tips and Action Plan
Wrap Up