

## Make Meetings Work: Great Meetings Depend on You

### Workshop Overview

Meetings are the bane of the existence of business. Most agree that we often spend our time in unproductive meetings. When that happens, we pull out meeting effectiveness tools like agendas, meeting minutes, meeting etiquette, etc. Those tools have their place, but all of them also need to be brought into the 21<sup>st</sup> Century! The workplace has changed and so must our concept and execution of 'a good meeting'.

In this workshop, we will focus on the 3 P's of Better Meetings:



### Purpose

This is where the meeting holder creates a plan based on the desired outcome, the discussions or decisions that need to happen, and the deadlines imposed on those discussions and decisions

### People

Now that the purpose is clear, we can be intelligent about who to invite. Who are designated subject matter experts, other 'debaters', and the decision owner?

### Process

Finally, what will the process of the meeting look like? What directions will we provide to participants? How will the dialogue flow and the decisions be made? And, what are those final decisions and/or next steps?

The workshop will be interactive, provide hands-on tools, and the opportunity to plan the next best meeting.

### Surround Strategy

To ensure the workshop has lasting impact on job performance, we have designed our signature surround strategy as follows:

#### Pre-work

- In order to make the most of our workshop time, each participant will need to complete pre-work that will be assigned as the workshop nears.

#### In Class

- The workshop is very interactive, with practice activities for each section and skill. Personal Aha Moment and Commitment cards will be used throughout the workshop, and a final Commitment to Action Plan will be created at the end of class.

#### Post Workshop

- Each participant will have made action commitments to identify at least one behavior he or she will attempt to improve. Each participant will be encouraged to meet with his or her direct manager and share the Commitment to Action Plan.

### Meet our Team and Schedule a Workshop

Click [here](#) to read bios of our team members!

Click [here](#) to contact us for more information or to schedule a customized workshop.