

Module #3

“How to Have Fewer, Shorter, More Productive Meetings Immediately”

SUMMARY

Meetings are one of the most expensive operations of a company. Most companies have: too many meetings; meetings that start late and run late; get off topic; stay too long on a topic; have attendees that should not be in attendance; have no agenda; and have both the meeting leaders and attendees leave with little clarity about what was agreed upon to have done and by when. This training provides the essential skills of developing and conducting every meeting in accordance with an established process. Meetings become fewer, shorter, more productive, and more effective immediately.

What the Attendees Will Learn During This Workshop:

- How to create meeting agendas with the meeting purpose.
- How to create meeting action plan templates.
- How to create standard processes for meetings.
- How to create, explain and utilize a “Parking Lot”.
- How to create and conduct a one-on-one meeting.
- How to create and conduct a staff meeting.
- How to create and conduct a daily huddle.
- How to create and conduct a daily strategic planning meeting.

What the Attendees Will Do During This Workshop:

- Learn how to create a meeting purpose and its benefit.
- Learn why the meeting agenda is so important and how to stay on track.
- Learn how to start meetings on time and end them early.
- How to get total clarity on all commitments before the meeting ends.
- How to eliminate the “follow-up” note to meeting attendees.

Major Benefits: A consistent meeting process will be utilized throughout the company. Time and money will be saved immediately. Meetings will begin and end on time. Meetings will accomplish what they were intended to get done. Total clarity on results will be achieved by the end of every meeting. Thousands of dollars and countless time saved.

Logistics:

This training will be presented two times in the same day, as follows:

- 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM (Repeat session)