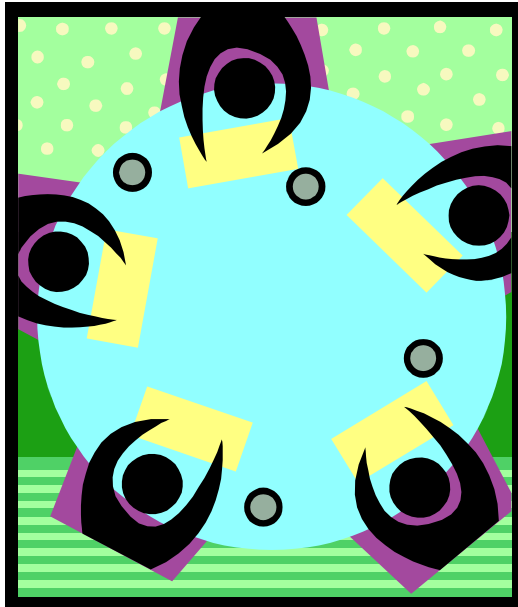


PLANNING AND CONDUCTING PRODUCTIVE MEETINGS

How to Take Minutes Without Wasting Hours



PROGRAM DESCRIPTION

Meetings, meetings, meetings! Where minutes are taken and hours are wasted. Today's managers and professionals spend so much time attending them...you'd think most would be trained in how to plan and run them. Not so. Most meetings frustrate employees, because agendas aren't distributed, objectives aren't defined, time runs over, and no decisions are made. Another two hours of your day down the drain! This course gives people who call meetings the requisite skills to plan and execute a productive meeting, and follow-up properly afterward. It also provides the protocols necessary to keep a meeting on the right track, even if you're just attending. You will learn to achieve the objectives of the meeting, in a minimum amount of time, in a way that's satisfying to all participants.

COURSE OBJECTIVES

⌚ Understand why most meetings fail.	⌚ Set meeting ground rules and codes of conduct.
⌚ Decide if a meeting is necessary.	⌚ Assign various meeting roles (leader, participant, time keeper, and scribe).
⌚ Determine the best type of meeting for your needs.	⌚ Run the meeting productively in minimum time.
⌚ Learn to develop a useful, detailed agenda.	⌚ Make decisions that are of high quality and supported by everyone.
⌚ Select the correct logistics (participants, time, location, and environment).	⌚ Guarantee that all attendees participate.
⌚ Ensure that all participants are prepared.	⌚ Assign, document, evaluate, and follow-up on outcomes.

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