

For People Who Spend 10% (or More) of Their Time in Meetings

Making Meetings Work

Course Objective

Your employees will leave this one-day workshop with immediately-usable tools and resources to help them function productively in meetings. They will learn how to invest – rather than spend – their time in meetings.

Enrolment: We suggest a maximum enrolment of 16 participants in this workshop.

Who Should Attend

This workshop is designed for both intact work groups and mixed groups of employees who want to develop best practices for effective meetings.

What Participants Will Learn

By attending this workshop, your employees will learn to:

- Plan and design effective meetings by using IWCC's Meeting Planner and Action Agenda Planner
- Capture highlights, decisions and actions from each meeting and ensure follow through
- Recognize and manage the common barriers to effective interpersonal and group communications
- Use effective communication and questioning skills to fully tap the resources of their groups/teams
- Listen actively to ensure that their groups/teams reach agreement and make quality decisions
- Use a range of facilitation tools to help them manage information and “unblock” their meetings
- Self-manage their own group process and deal constructively with problems in group dynamics
- Adopt best practices before, during and after meetings to ensure that time spent in meetings is well invested

How is this program different from other one-day programs?

IWCC's program is not a one-day lecture. Participants spend 80% of their workshop time completing exercises and identifying effective meeting practices. They will leave the workshop ready to use their new meeting skills to improve the quality and productivity of future business meetings.



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Better Writers
Better Business**