

Continuum



Leading Effective Meetings

Do you dread meetings? More importantly, does your staff dread meetings? People's biggest complaints about meetings at work include: they are too long, they happen too often, they don't seem to accomplish anything and any number of other criticisms.

In this workshop the following issues will be covered and discussed:

- When a meeting is meeting necessary and when it is not.
- Setting meeting objectives.
- Writing an effective agenda.
- Establishing and using rules of order.
- Encouraging participation.
- Setting up the room to suit the purpose of the meeting.
- Keeping the communication positive and productive.

This interactive workshop will be a great starting point for anyone wanting to have more effective and productive meetings.