

Achieving Meeting Success

A virtual or in-person workshop on mastering the elements of highly effective meetings.



Have you ever been to a meeting that you immediately determined was a waste of your time? 93% of meeting participants say they've done just that—and it doesn't have to be that way. Unfortunately, many unproductive meetings lack preparation, focus, and useful outcomes. And yet, meetings are an organization's primary vehicle for getting decisions made, problems solved, and aligning the company with its own vision. It doesn't have to be that way. In just one experiential session, your entire organization can shift the way it communicates to the business world.

Who on your staff should attend Achieving Meeting Success?

Achieving Meeting Success will dramatically improve the efficiency and productivity of your entire organization and offers practical solutions to the following frustrations:

- A meeting agenda is loose, with no clear roles or responsibilities defined.
- Participants wonder, "Why am I wasting my time here? I have real work to do."
- Attendees are sneaking a look at their messages rather than staying focused.
- Attendees leave the meeting with no clear action items or responsibilities.
- There has to be a "meeting after the meeting" to clarify what happened.

How will your team and organization benefit from this program?

This course will give meeting leaders the invaluable skills and the confidence to plan and lead highly productive meetings. By the end of the course, they will be able to:

- Determine when a meeting is the best option to achieve a goal.
- Determine who really needs to attend and what role they will play.
- Prepare an agenda that will accomplish the meeting goal.
- Achieve the highest level of participant interaction and collaboration.
- Deal with the most common personality challenges.
- Develop a reputation for highly effective meetings.
- Employ all these techniques and strategies in meetings.

When meeting participants collaborate, innovate, problem solve, and make sound decisions, your organization flourishes. By employing these proven strategies in every meeting, you will cut your meeting time dramatically and increase the likelihood of getting the right people making better decisions in a shorter time.



"I wasn't expecting that the class was going to be so interactive for a virtual session! The session was packed full of information. I learned a ton of tips and techniques and saw the concepts modeled first hand."

Senior Director, NetApp