

Making Meetings Work

Meetings are at the heart of virtually everything we do in business - they are an essential component of any work environment. They can be a productive tool for stimulating ideas, generating plans of action, generating a sense of team spirit, and resolving issues. Yet, so often meetings don't do any of these things!

Unfortunately, because meetings often fail to achieve their goals, they become a frustrating waste of time, energy, and money. In fact, it has been said that effective meeting management is one of the most under-developed management skills in North America...and at a huge cost.

But there are methods that can undo the *meeting madness*. In this interactive session, participants will have the opportunity to develop effective meeting leadership skills by learning the strategies for...

- creating a clear statement of purpose
- developing effective agendas
- starting and ending the meeting on time
- keeping the discussion focused and achieving the objectives of the meeting
- interacting effectively with meeting participants
- dealing with difficult issues