

MAY 2010

# Putting MAGIC into meetings

Real Life Success Story

“think  
learn?  
succeed

“Smart training for clever people”

Lorraine was sick of wasting time in meetings. So was everyone else in her team.

**This Brisbane based team of project managers was suffering from meeting overload. They spent their days running between meetings. Each meeting generated more work – which there was no time to do. Minutes weren't kept and decisions weren't actioned. Lorraine knew it was time to take action. So she called a meeting...**

## What the team needed

The team was in dire need of a meeting make-over. They needed to change their thinking and their behaviour.

## How the team tackled their problem

Lorraine called our team of time management trainers. We asked her to video the team during one of their meetings. We also met with each person to work out their individual needs. We ran two half day meeting skills courses for the group. During the course, the team developed tools to keep them on track. These included:

- Checklists for deciding which meetings to attend
- Guidelines for writing agendas and minutes
- Team decision making charts
- Templates for planning and chairing meetings
- Client needs assessment forms to guide client meetings

## What happened next

The meetings skills training courses were followed by coaching. This ensured everyone put what they learned into action. Later, our time management trainers met with Lorraine in Brisbane. She said other teams were now using the meeting tools developed by her group. This meant the training had improved skills across the business– not just in Lorraine's team.

## Learn more about it

If you're sick of wasting time in meetings, you need to book a session of Meeting Magic. Our time management trainers will show you how to set up a meeting for success. You'll learn to keep group on track and manage meeting logistics

**Book a meeting skills training course with our trainers for your team.**

[Contact us now](#)

