

Meeting Magic

1/2 Day

How often are the meetings you attend really effective? Not often? Then you need this course. You'll learn how to change what happens in your meetings so they reap great results every time. Discover how to set up a meeting for success. Get everyone to agree on what the meeting needs to achieve. Keep group discussions on track. Handle difficult behaviours that bog meetings down. Get everyone committed to act on meeting decisions. This is a great course for anyone who wants to spend less time in unproductive meetings.

What you'll learn to do in this course

You'll come out of this session with powerful tools for getting the most from meetings.

We'll bring theory to life and tell you how to succeed. A range of practical tips will be presented to you. You'll talk through examples and enjoy practical exercises. At the end of the course, you should be able to:

- Evaluate the strengths and weaknesses of your current meeting structure
- Determine what style of meeting you need to reach your objectives
- Establish roles for the meeting
- Set meeting objectives and an agenda
- Create useful minutes
- Use facilitation skills to lead a meeting
- Follow up on decisions and action points

Topics you'll cover

- Keys to high impact meetings
- Do we really need a meeting?
- Roles and responsibilities
- Setting up for success
- Why minutes matter
- Leading the meeting process
- Turning decisions into action

Book your training NOW

Call Eleanor Shakiba on 0433 126 841

Download course information at
www.thinklearnsucceed.com.au

“think
learn?
succeed”

“Smart training for clever people”

What others have said about this course...

“The session was really helpful. I picked up a lot of helpful and handy tips, so thank you.”

“Very helpful, well organised, excellent presenter.”

“Very informative. I've actually found that I didn't drift off to sleep.”

