

# Effective Meeting Management



4-8 Hour Course

## WHO:

[TALENTREALITY101.COM](http://TALENTREALITY101.COM)

- All Managers & Staff

## DESCRIPTION:

Effective meetings can save companies money while driving positive outcomes.

Ineffective meetings can squander resources, waste valuable time, and delay the ability to provide business solutions. This program focuses on developing the skills to effectively hold, implement, and close successful meetings.

This is an active learning course with interactive exercises and applied experiences.

## OBJECTIVE:

Participants will be able to:

- Identify meeting objectives and desired outcomes
- Create a comprehensive, objective-driven agenda
- Facilitate the meeting and keep it on track
- Manage difficult team members
- Capture action items and off-topic concerns
- Gather ideas and information
- Facilitate effective decision-making
- Close the meeting with action items



## OUTCOME:

- Enhanced ability to participate in and lead effective meetings
- Result in optimal time and resource use
- Higher Productivity and increased return on investment

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Email for more information