

Advancing Staff Development



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Investing in the Future

Lead More Effective Meetings

Ineffective meetings can swallow up time, energy, and money. The trouble is that meetings are a key component of day-to-day business. To propel your team forward, meetings need to be prepared effectively, proceed productively, and end with a clear plan of action. These learning experiences will help you improve your meeting effectiveness so you can stop wasting time and get results. Total time commitment: up to 3 hours. Course Fee: \$195 member/\$295 non-member

- Frontload and prepare for meetings.
- Select appropriate meeting methods to accomplish objectives.
- Focus meeting on outcomes rather than topics.
- Follow-through on meeting action-items and hold your team accountable.

Agenda:

- Leading Effective Meetings
 - Meetings shouldn't be a default mode of communication. When planned for and used well, meetings focus people's creative attention on specific, actionable outcomes.
 - 30 minutes
- Shift How you Lead Meetings
 - Preparing for meetings
 - Keep your meetings Focused and On Track
 - Make your meetings more inclusive
 - Hold Team Members Accountable in Meetings
 - Follow-up Effectively
 - 90 minutes
- Take Your Learning Further
 - How to run 1-on-1's
 - Self-assessment: How well do you run 1-on-1's
 - Tips for making virtual meetings less exhausting
 - Integrating remote workers
 - Do a meeting Audit
 - Too many meetings
 - Scheduling tactics
 - 60 minutes