



Making Meetings Work Management & Leadership Series

Course Content

- Types of Meetings
- Why Meetings Fail
- Solutions to Meeting Barriers
- Planning the Meeting
- Preparing the Agenda
- Conducting the Meeting

Feedback Loop

As well as extensive learning activities, participants complete a Learning Journal and a Skill Development Action Plan, maximizing the potential for learning to be applied on the job.

Together, the participant and their Manager sign-off the completion of the Learning Short-take™ and commit to implementing the Skill Development Action Plan.

Learning Short-take™ Outline

"Meetings are indispensable when you don't want to do anything!"

John Kenneth Galbraith

It is estimated that the average professional spends 61.5 hours per month in meetings, or two weeks every year. It is also estimated that at least 50% of this time is wasted in unproductive meeting activity. This is a poor return on investment and is well below what would be considered acceptable for other investments. Even if you don't attend meetings as frequently, you have most likely at some stage felt you are wasting your time.

This Learning Short-take™ combines self-study with workplace activities to provide you with the key skills and techniques to make meetings work. Your meetings will become focused, efficient, targeted, and more likely to have a productive impact on the company's bottom-line. You will learn how to effectively prepare, manage, facilitate and actively participate in meetings. The Learning Short-take™ is designed for completion in approximately 90 minutes.

Learning Objectives

- Evaluate your current level of meeting success.
- Identify the various types of meetings and explain key differences.
- Develop solutions to common meeting problems.
- Outline the steps for a successful meeting.
- Carry out meeting planning and preparation.
- Create a Skills Development Action Plan.