



Half Day Better Meetings

Purpose

- To remind us of how easy it is to have poor meetings, but also quite simple to plan and execute good ones.
- To identify the structure and process of an effective meeting
- To improve attendees understanding of some of their responsibilities in planning, and being involved in meetings.

Benefits

- Effective and efficient meetings
- Improved flow of communications
- Better personal, and business management of time allocation.
- Improved contribution of whole team to clearly defined tasks.
- Consistent measurement and reporting
- Better understanding of progress and plans
- Greater involvement and job satisfaction; improved morale, mutual trust and confidence.

Content

- Why have a meeting
- How do you plan to have a successful meeting?
- What are the component parts of a successful meeting?
- Effective regular One to Ones
- What are you going to do next

Expected Outcomes

- Understanding the work necessary before a successful meeting can be held
- Recognition of the rules of meetings
- Identify and understand areas of personal improvement necessary to contribute to a successful meetings.
- Having a plan as to what to do next.