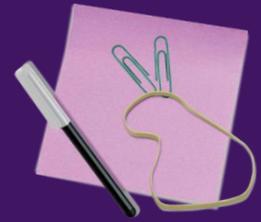


Hello and welcome to

Making Meetings Magic

From pointless drain to productive gain



Length/Format

Half day: 3 hour workshop (1 hour presentation and theory, 1 hour group work, 1 hour practical implementation coaching). **20 delegates maximum.**

Who should attend?

Anyone whose work involves regularly chairing, organising or participating in meetings - from boards and senior teams right through to junior operational staff.

Overview

Think of how many hours we all spend in meetings. Then think how magnificent it would be if every single one was powerful, purposeful and helped you make decisions which worked for you and for the common good. Yes, every meeting is a priceless opportunity to surprise ourselves with just how much we can achieve together. This session gives you an opportunity to think about what makes effective and productive meetings, and gives you the tools to help you make every meeting magic.

What you'll learn

- The financial and productivity cost of meeting – helping you decide when it's OK to NOT meet!
- How to avoid and eliminate pointless meetings...forever!
- How a good chair can facilitate action through meetings
- Tips, tools, ideas and perspectives from leading thinkers and facilitators such as Nancy Kline, Merlin Mann, Tim Ferriss, Lois Graessle, George Gawlinski, Martin Farrell and Edward DeBono
- Learn how to be a better participant in meetings – even when someone else is chairing them badly!
- Learn techniques to handle “undercurrents” – the unsaid politics that can cause distraction, but equally you can't afford to ignore
- Discover the power of the 40-20-40 principle from the book “Meeting Together” and structure your thinking with the “5P's+1” model to increase productive follow-through
- Learn how everything from seating arrangements to visual aids can transform your meetings

What you'll do

- Reflect on your good and bad experiences of meetings in your own organisation
- Plan the next meetings you are due to chair or participate in
- Implement tools to improve the preparation and follow-through from meetings and increase the productivity of your meetings

Result

Your team work on real meetings to make them more effective.