

## Meeting Facilitation Running Effective Meetings

### Overview

Meetings are an important communication tool for you and your company. Despite their importance, research shows that the average person will sit through over nine thousand hours (over 365 days) of meetings in a lifetime. Unfortunately most of this time is wasted because the meetings are mismanaged, lack focus, have unclear agendas and lack effective leadership. This program is designed to help you learn how to plan, organize, and conduct productive meetings.

We are experts in how adults learn. In addition to traditional classroom teaching methods, our program is highly interactive. It includes videos to reinforce the classroom materials plus experiential learning exercises and discussions.

### Program Length

Full or half day programs are available.

### Program Objectives

At the conclusion of this program you will understand the stages of group development and the key skills of effective group facilitation. You will learn how to plan and conduct meetings to maximize participation and achieve desired outcomes. You will have an increased awareness of the differences between task and interpersonal issues in a group. These skills will help you to encourage participation and discourage counterproductive behaviors.

### Program Outline

1. General overview of the meeting experience – benefits and costs.
2. The keys to leading or facilitating a meeting.
3. Planning a meeting
4. Starting a meeting
5. Facilitating a meeting – maintaining focus.
6. The keys to concluding a meeting.